NURIT 2159

NURIT STORE MANAGER

DECEMBER 2005

User Manual
Product Information

NOTICE

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Important!	Appendix A of this manual is essential and therefore should be read carefully and thoroughly prior to use of this product. (See page 42)

OVERVIEW OF THE NURIT STORE MANAGER

The Nurit Store Manager software is the only one of its kind. It resides completely on the Internet, which eliminates the need for you to install any software on your computer. All you need to access and use Nurit Store Manager software is a web browser such as Internet Explorer or Netscape.

Internet based functionality enables you to manage and control one or multiple stores from anywhere in the world. The Internet provides you with easy access to information with no long distance charges. Here is a list of features available using Nurit Store Manager:

- Inventory control and management
- Extensive profit and sales analysis reports (product, department, customer, hour, payment, etc.)
- Purchasing and replenishment
- Customer file management
- Supplier file management
- Accounting
- And much more

CONQUEST
FINANCIAL SERVICES LLC.
Store Configuration
e-Store
Contact Us
Logout
NuritPOS
Welcome, Axeus Shop Admin.
Home
Message from NuritVas Admin:
(No message specified)
Sales Transaction
Export
Product
Add New Product
View Products
Customers
Add New Customer
View Customers
Suppliers
Add New Supplier
View Suppliers
Purchasing
Enter New PO
Receive PO
View Existing PO
Replenishment Report
Estore Replenishment Report
Sales Reports
By Product
By Client
Sales Reports
Storeowners can monitor their business by accessing sales analysis reports.These reports are available by product, by payment, by Client, by cashier, by hour, by day or by site. Daily sales transactions are available in view sales transactions option and a closing report helps the storeowner to control daily sales.
Products
This portal is used to setup inventory items.
They can initiate new items by Add New Product or manipulate existing items using View Products options.
Customers
Using this portal, storeowners are able to setup customer profiles. Customer information will be downloaded to POS terminals and is also used by e-store in order to authenticate web customers. New customers are added by Add New Customer and existing ones are manipulated by View Customers options.
Purchasing
Inventory replenishment is handled by placing New purchase orders and manipulating existing purchase orders. An existing Replenishment report (include E-store) helps storeowners to plan their future purchase orders. When
Suppliers
This portal enables storeownres to setup supplier profiles.Supplier information is used by purchasing module.New supplier are created by Add New Supplier

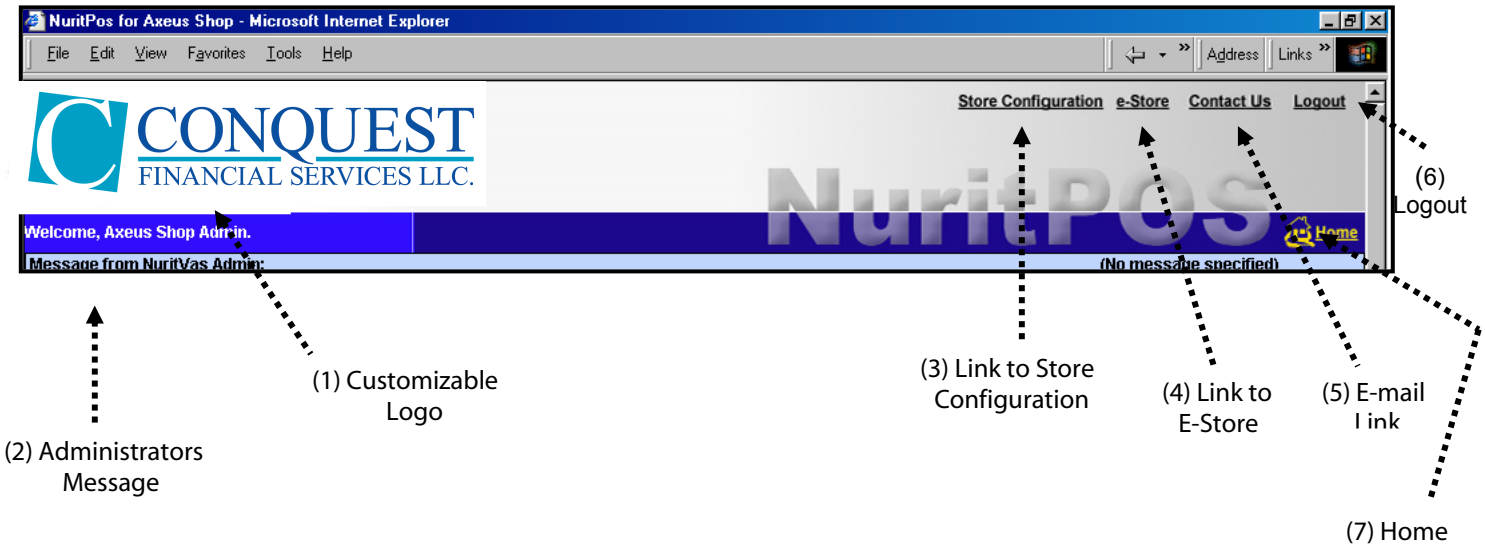
NURIT STORE MANAGER - THE HOME PAGE

SIGNING ON TO NURIT STORE MANAGER

http://www.NuritStore.com/

STEP	ACTION
1.	Open your web browser.
2.	Type the Nurit Store Manager URL in the “address field” (www.nuritstore.com)
3.	Click on “GO ” to access the Nurit Store Manager login page.
4.	Input your User Name in the “Username” field.
5.	Input your password in the “Password” field.
6.	Click on “Sign in ” or Press [ENTER]
7.	Stop . STOP

GETTING STARTED



Link Definitions

KEY	LINK NAME	DEFINITION
(1)	LOGO	Insert your logo here to customize the page to your business. The logo can be changed as frequently as you like and it is done easily and effortlessly.
(2)	MESSAGE	This line displays a message from the Nurit Store Manager administrator.
(3)	STORE CONFIGURATION	This Link navigates you to “Store Configuration” where you define your store parameters.
(4)	E-STORE	This Link navigates you directly to your e-store. An E-Store is an optional feature that allows you to enjoy the benefits of e-commerce as consumers purchase merchandise through your very own e-store.
(5)	CONTACT	This Link will open up a new e-mail message to contact the Lipman Sales Team.
(6)	LOGOUT	Use this link to log your User Name out of Nurit Store Manager.
(7)	HOME	Use this link to return to the Home Page from any other page

STORE CONFIGURATION

Overview

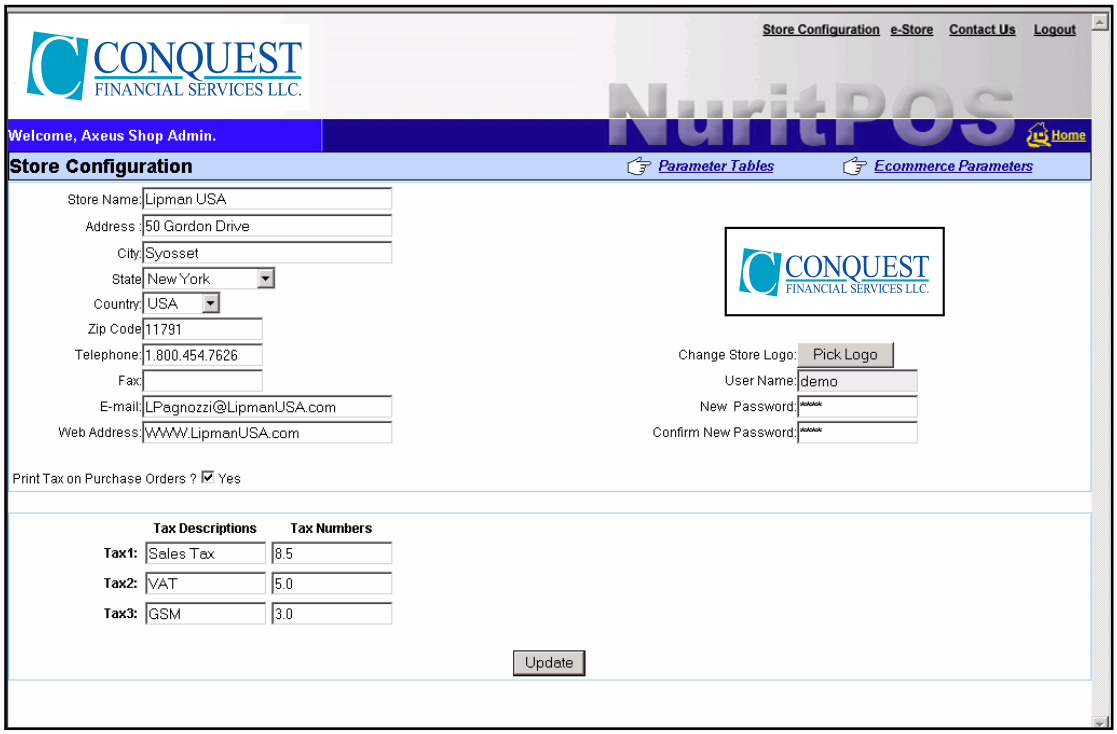
Store configuration is where you set:

Business Name
Business Address
Phone and Fax Numbers
E-mail and Web Addresses
Name Taxes
Select a Logo
Change The Password

This page also provides navigat ion to two important links. The y are:

- ❑ Parameter Tables
- ❑ E-commerce Parameters

NOTE : YOU MUST CONFIGURE YOUR STORE AS THE INITIAL SET UP PRIOR TO ADDING PRODUCTS, CUSTOMERS, PO'S, ETC.



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STORE CONFIGURATION , CONTINUED

This function allows you to set up and modify store information in the Nurit Store Manager system. This includes store basic information as well as all other required parameters. These parameters are used to configure products, customers and suppliers. Follow the steps below to configure your store.

CONFIGURE STORE INFORMATION

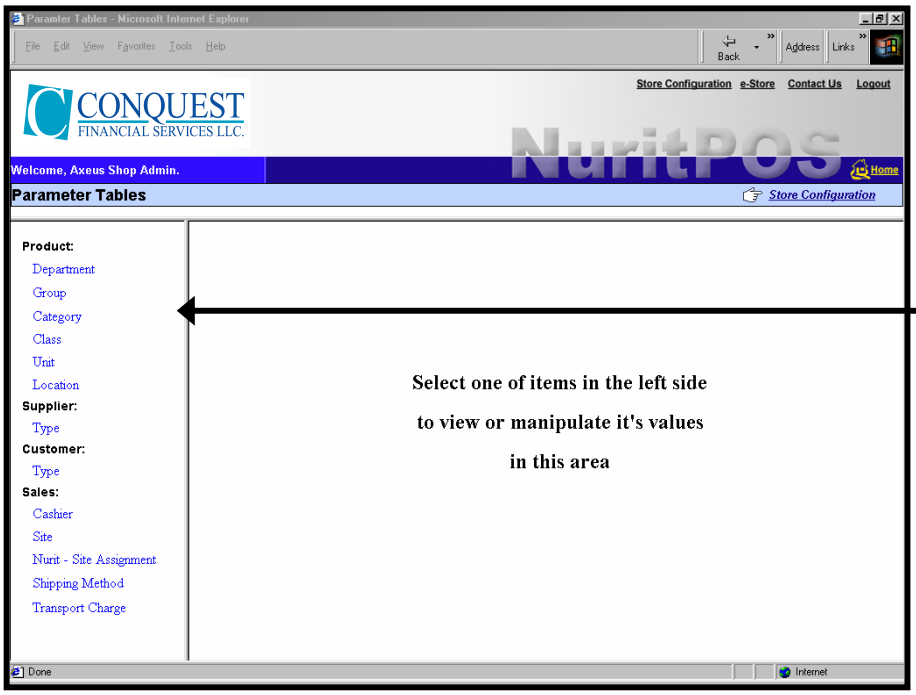
STEP	ACTION
1.	From the Home Page click on Store Configuration .
2.	Input the requested data .
3.	Click on Update.
4.	Stop.

CHANGE USER PASSWORD

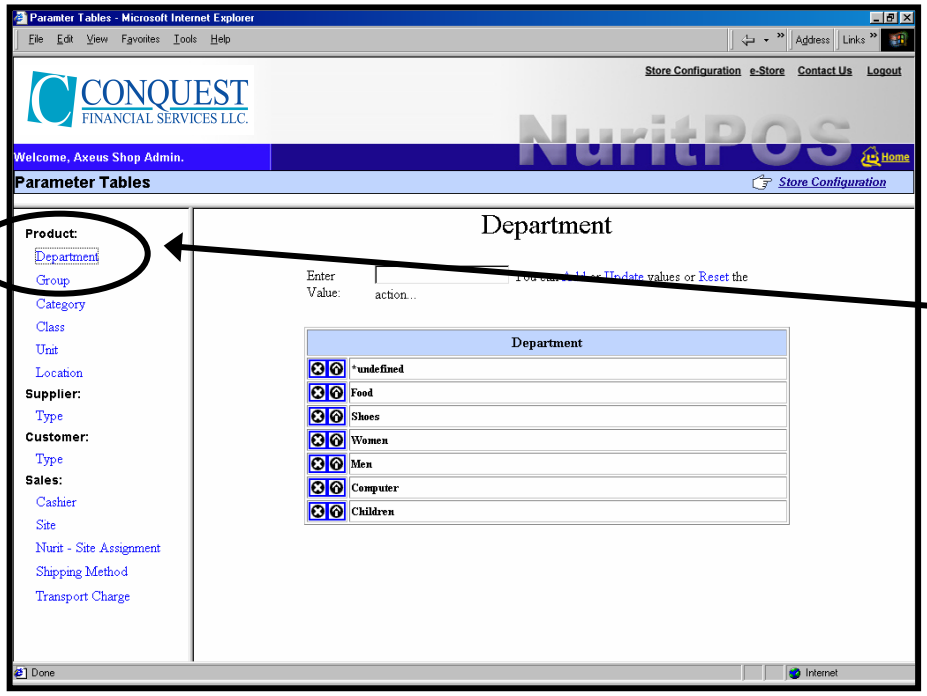
STEP	ACTION
1.	From the Home Page click on Store Configuration .
2.	In the Password field input the desired password
3.	In the Confirm New Password field input the desired password again to ensure accuracy.
4.	Click on Update .
5.	Stop.

DEFINING PARAMETER TABLES

Setting your parameter tables are necessary for identification of products, suppliers, customer folio, cashiers, terminal location and shipping methods. It is important that your Parameter Tables are set prior to adding products.



1. From the Store Configuration page click on Parameter Tables.
2. Find the list of Parameter types on the left side of the page.



3. Click on the desired Parameter type on the left side of the page to define that parameter.

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ABCFKFMk DD> JQEBO Q> ? I E) P CONTINUED

M^ o ^ j Abbqcbfok f q f l k p

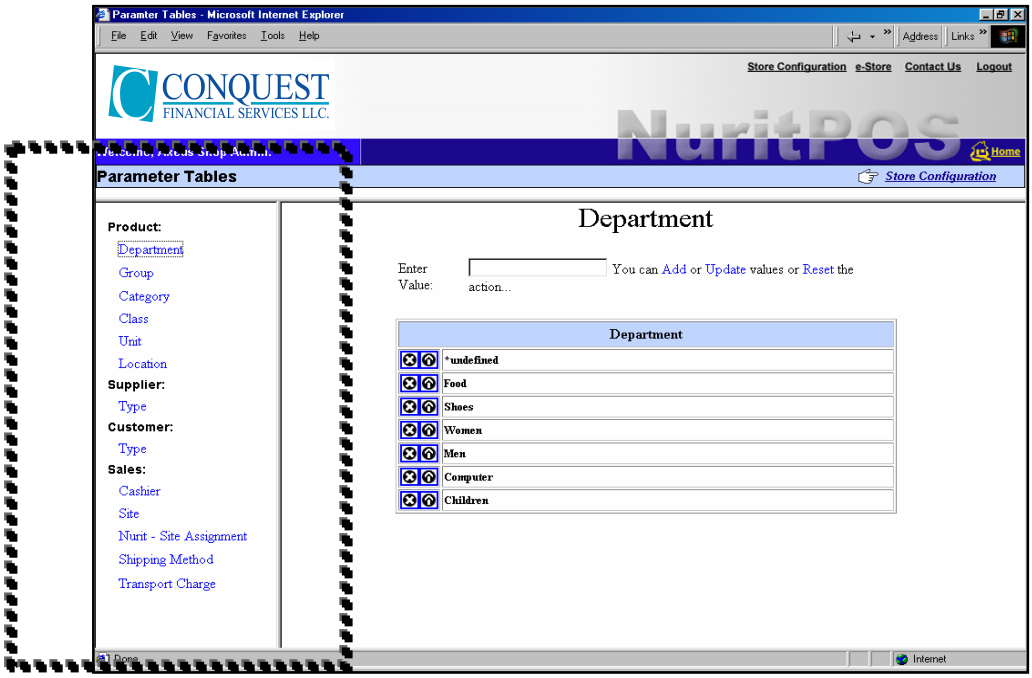
MOLAR@Q	
DEPARTMENT	Define the departments used in your cash register and your business. (i.e.: Electronics Department)
GROUP	Group is to identify different groups of products for one department. (i.e.: Computers)
CATEGORY	Category is to identify types within the groups. (i.e.: PC or MAC)
CLASS	Class allows further identification of a product within a category. (i.e.: Pentium II or Classic)
UNIT	Define different unit types (i.e.: lbs, ltrs, doz, etc.)
LOCATION	Identify different product locations. (i.e.: Isle 2, Store Front, etc.)

PRMBDI F	
TYPE	Identify different supplier types+ (I.e.: Wholesaler, Distributor, etc.)

@RQPJBO	
TYPE	Identify different customer types. (i.e.: Preferred, Standard, etc)

P>I BP	
CASHIER	Input Cashier Names
SITE	Input names of all store locations currently using the 2059 Cash Register. The default site can be used. (I.e.: Los Angeles, Long Island, Chicago, etc.)
NURIT – SITE ASSIGNMENT	Assign each Terminal Site ID to it's site using the drop down box provided.
SHIPPING METHOD	Identify different shipping methods. (I.e.: FedEx, Ground, 2nd Day Air, Overnight Express, etc.)
TRANSPORT CHARGE	Define Transport charges+ (I.e.: $3.95 up to 5 lbs , etc.)

DEFINING PARAMETER TABLES , CONTINUED



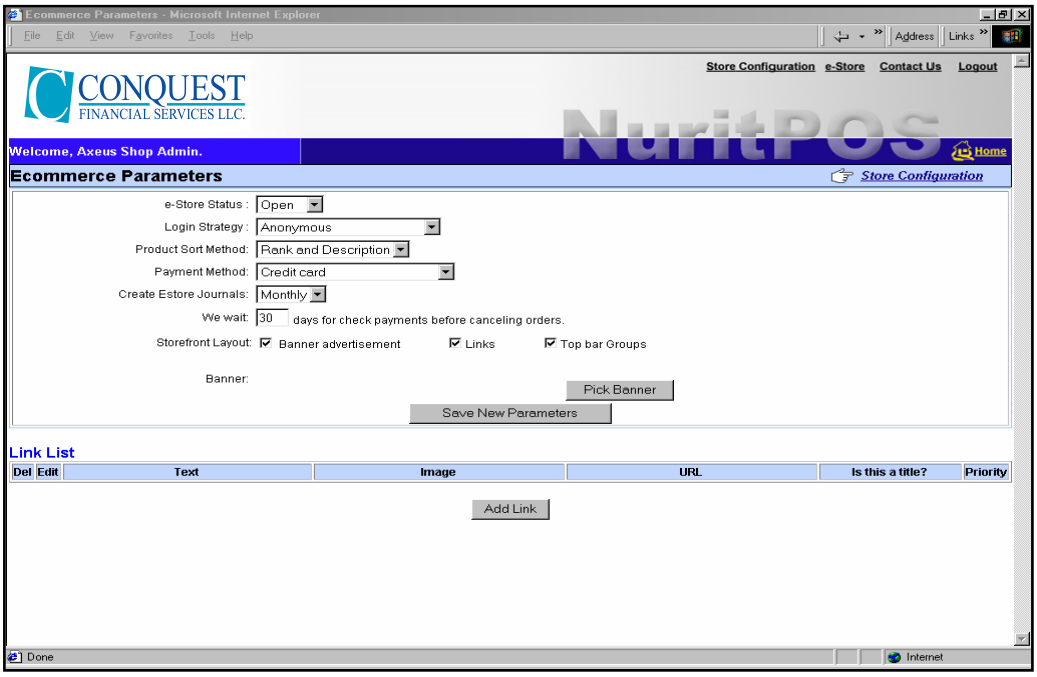
ADDING AND UPDATING PARAMETERS

STEP	ACTION
1.	From the home page click on Store Configuration .
2.	Click on Parameter Tables .
3.	Click on the parameter type you wish to define or edit.
4.	Input the value for that parameter in the field provided.
5.	Click the Action you wish to take. (I.e.: Add new, Update existing or Reset)
6.	Stop.

DELETING DEFINED PARAMETERS

STEP	ACTION
1.	From the home page click on Store Configuration.
2.	Click on Parameter Tables.
3.	Click on the appropriate parameter type. (The parameters you set will be listed)
4.	Click on the X next to the Value you wish to delete.
5.	A pop up box will ask you to confirm “Are you sure you want to delete?” Click on YES to delete the value.
6.	Stop .

ECOMMERCE PARAMETERS



* E-store is a Nurit Store Manager option that will be available in the near future.

Defining your Ecommerce parameters is essential to managing your optional E-store.

These parameters include:

- ❑ The status of your e-store
- ❑ How participants will log in to your e-store
- ❑ How your e-store products will be sorted
- ❑ The payment methods accepted at your e-store
- ❑ The variation of your e-store journals
- ❑ How you will set up you e-store front.
- ❑ The duration of time an order will remain open while waiting for a check payment

FIELD	DESCRIPTION
E- STORE STATUS	Use the drop down box to determine if the e-store is open or closed.
LOGIN STRATEGY	Use the drop down box to select the level of access to your e-store.
PRODUCT SORT METHOD	Use the drop down box to define how your product should be sorted.
PAYMENT METHOD	Use the drop down box to select the acceptable payment methods.
CREATE E- STORE JOURNAL	Use the drop down box to set the journal creation for monthly or daily.
WILL WAIT	Input the # of days an order will remain open while waiting for check payment.
STOREFRONT LAYOUT	Check off the elements you wish to display on your e-store front.
SAVE PARAMETERS	Be sure to click this button to save any changes you have made.

Continued on next page

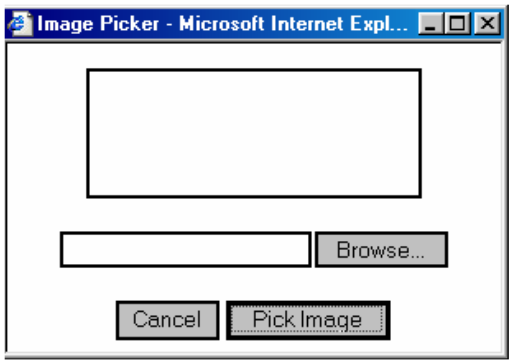
ECOMMERCE PARAMETERS , CONTINUED

EStorefront Layout

The storefront layout will determine what the consumer will see on your e-store home page. You will have the opportunity to add a banner and to add hyperlinks. See instruction below:

Adding and Changing the Storefront Banner

STEP	ACTION
1.	From the home page click on Store Configuration .
2.	Click on Ecommerce Parameters .
3.	Click on the box to the left of "Banner Advertisement".
4.	Click on the button labeled "Pick Banner"
5.	A pop up box will display.



6.	Click on the "browse " button to view a list of available files to choose from.
7.	Click on the image you wish to display and click on "Pick Image" to select it.
8.	Click on the "Save Parameters" button.
9.	Stop.

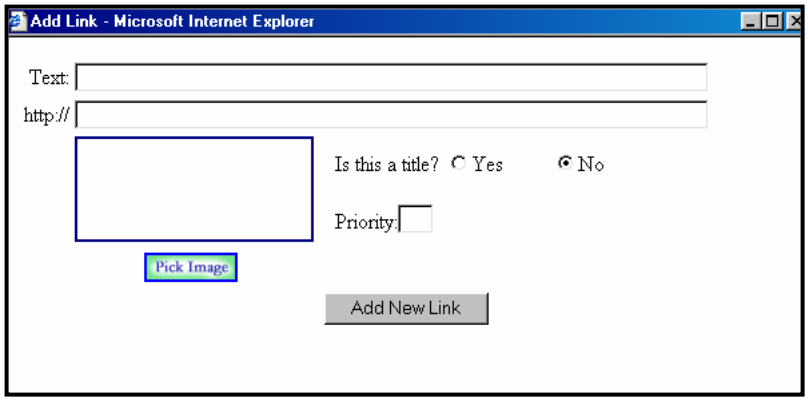
Continued on next page

ECOMMERCE PARAMETERS, CONTINUED

Adding Hyperlinks

A hyperlink is an electronic link that provides direct access from one distinctively marked place in a document to another in the same or a different document. You can add a hyperlink to your eStorefront that will take you immediately to other pages within your e-store or to other web addresses all together. Please see instructions below.

STEP	ACTION
1.	From the home page click on Store Configuration .
2.	Click on Ecommerce Parameters .
3.	Click on the box to the left of "Links" .
4.	Click on the button labeled "Add Link "
5.	A pop up box will display.



6.	Input the Text that will display on the storefront to identify the link.
7.	Input the URL address that the link will point to.
8.	Click on Pick Image to select an image for link to another web page.
9.	Click Yes or No if this should be a title on your eStorefront.
10.	Stop.

SIDE MENU BAR

The menu bar is located on the left hand side of the Home Page. Once parameters have been set this menu bar will navigate you through functions such as:

- ❑ Adding/Viewing Products
- ❑ Managing Purchase Orders
- ❑ Adding/Viewing Customer Profiles
- ❑ Viewing Sales Reports
- ❑ Adding/Viewing Suppliers
- ❑ Manager Order Processing

PRODUCT : Click here to add new products and view existing

CUSTOMERS : Click here to add new customer profiles to portfolio and to view list of existing customers.

SUPPLIERS : Click here to add new suppliers to your database and to view current list of suppliers.

PURCHASING : Click here to manage your Purchase Orders.

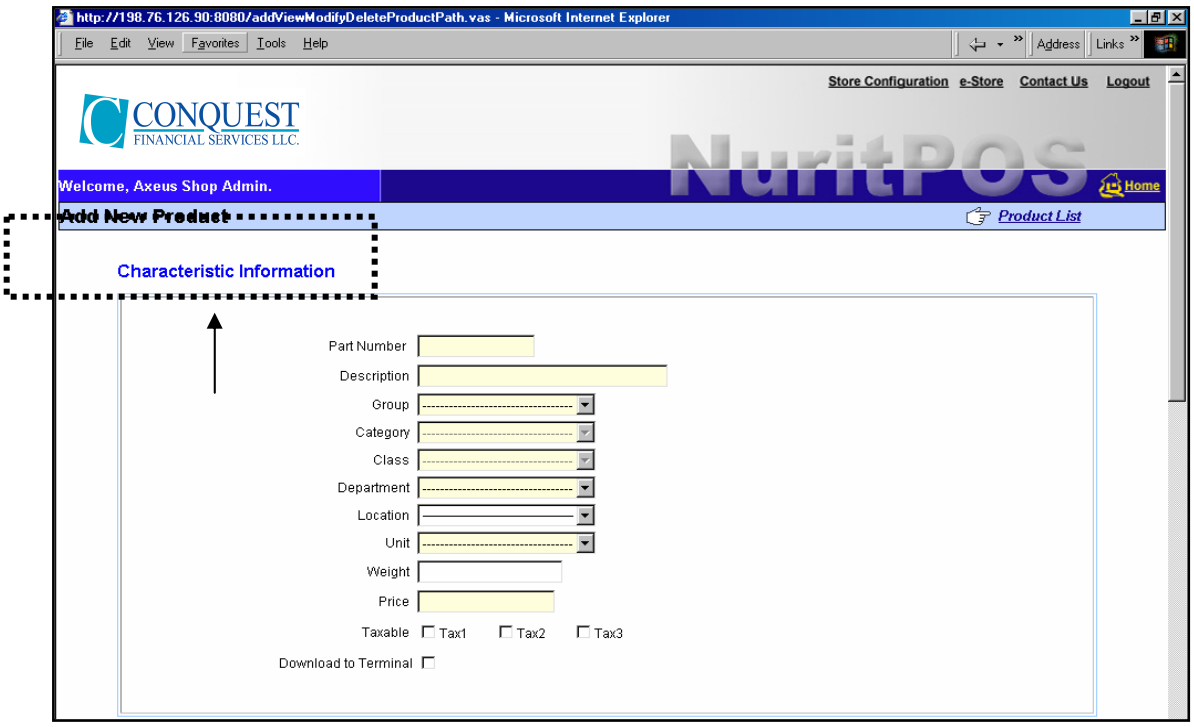
SALES REPORTS : Click here to view and sort sales reports using selected data criteria.

ORDER PROCESSING : Click here to process your Internet (Estore) consumer orders including update the status of an order and view the existing status of an order.

PRODUCT

Function Description

This portal is used to setup inventory items. You can initiate new items using Add New Product or manipulate existing items using View Products options.

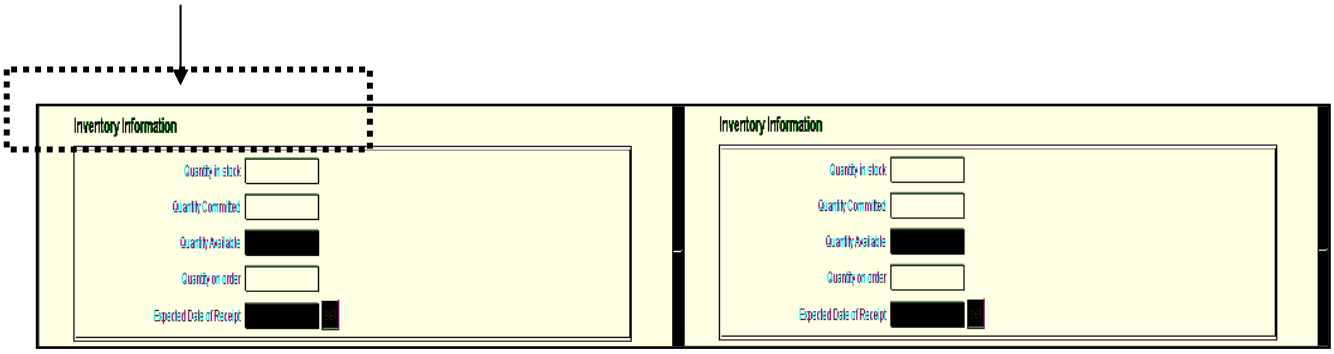


ADD NEW PRODUCT

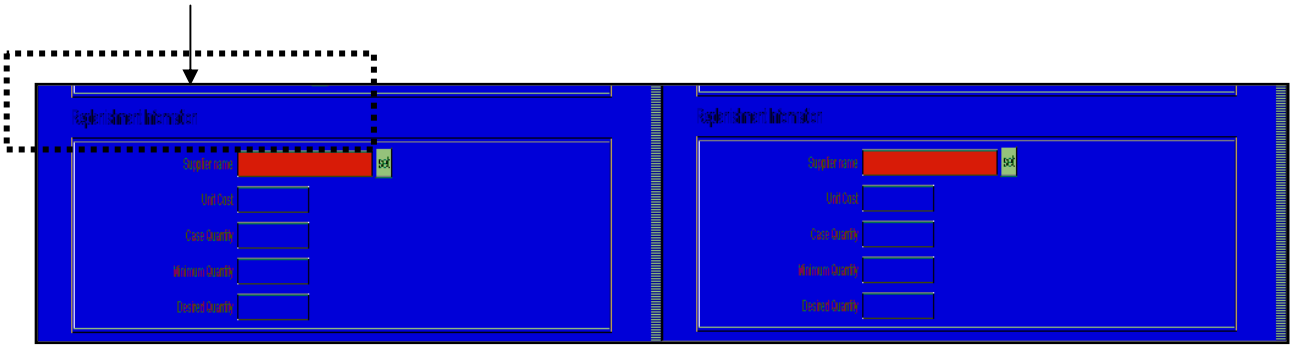
See Defining Parameter Tables Page 7.

Field	Description
Part Number	Input the products PLU (Price Look Up) number.
Description	Input a short description of the product or the name of the product.
Group	Assign this product to a group using the drop down box.
Category	Assign this product to a category using the drop down box.
Class	Assign this product to a class using the drop down box.
Department	Define what department this product is in using the drop down box.
Location	Identify a location for this product using the drop down box
Unit	Input desired options for unit (I.e.: lbs, dzn, box, carton,etc.)
Weight	If applicable enter the weight of the product. (I.e.: Ozs, Ltr, etc.)
Price	Input the price of this product.
Taxable	Check off which taxes apply to this product, if any.
Download to Terminal	Check this box if you wish to have this product downloaded to your terminal.

ADD NEW PRODUCT , CONTINUED



Field	Action/Description
Quantity in Stock	Input the quantity that is currently in stock.
Quantity Committed	Input the quantity that has been committed.
Quantity Available	Input the quantity that is currently available.
Quantity on order	Input the quantity that is on order with the supplier.
Expected Date of Receipt	Click the “SET” button and select a date using the drop down boxes.



Note: If there are no suppliers to choose from you must define suppliers by going to Store Configuration and clicking on Table Parameters.

Field	Action/Description
Supplier Name	Click on “SET” and select a supplier from the list of choices.
Unit Cost	Input the dollar amount it cost per unit for this product.
Case Quantity	Input the quantity that comes in each case.
Minimum Quantity	Input the minimum amount in stock before creating a new PO.
Desired Quantity	The desired amount to be kept in stock.

Continued on next page

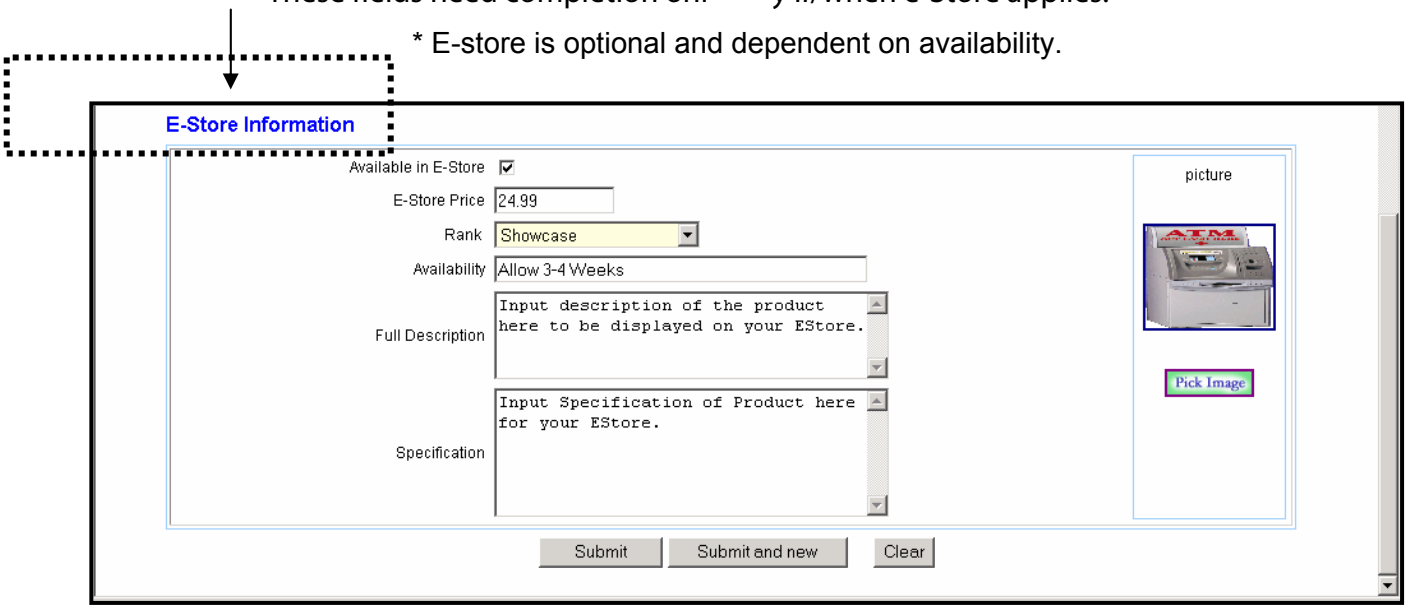
ADD NEW PRODUCT , CONTINUED

For EStore Only - These fields need comple tion only if/when a promotion

Field	Action/Description
Promotion Price	Input the promotional price of the item.
Start Date	Click on “SET” and use the drop down boxes to select a date the promotion will start.
End Date	Click on “SET” and use the drop down boxes to select a date the promotion will end.

These fields need completion onl y if/when e-Store applies.

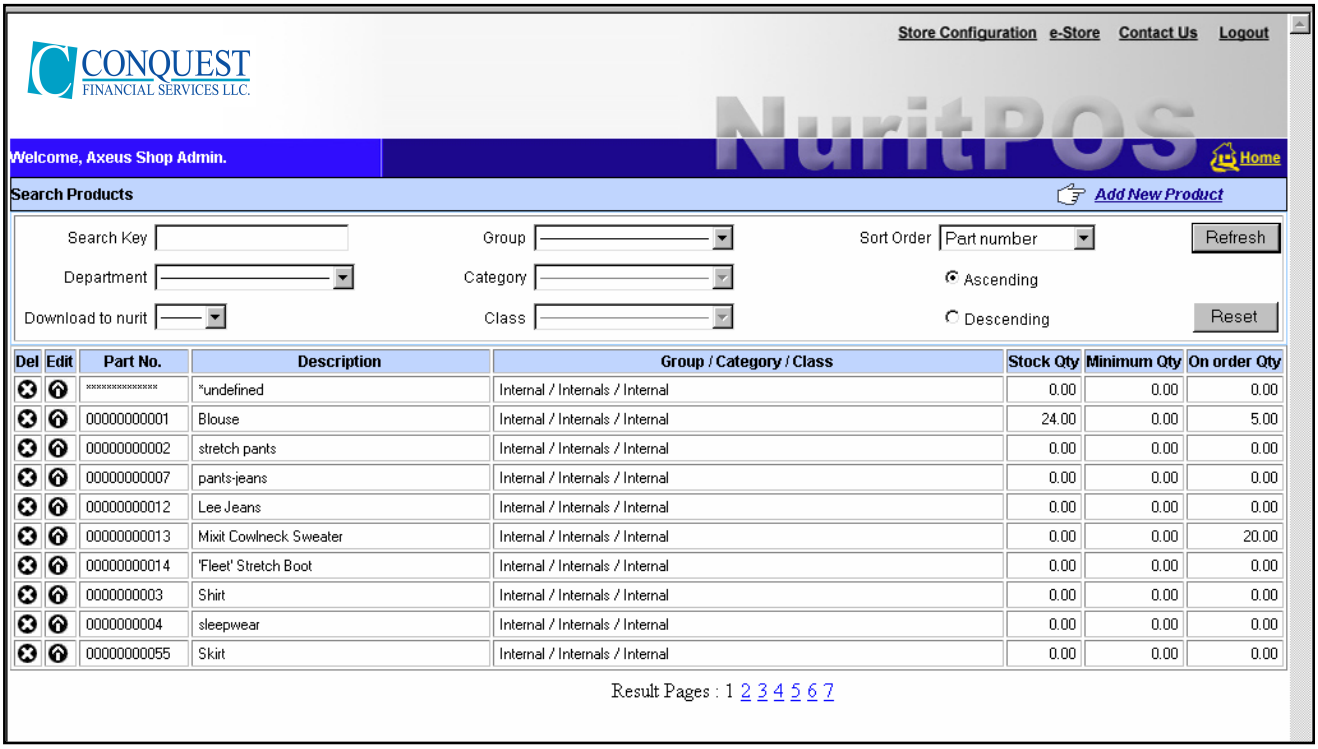
* E-store is optional and dependent on availability.



Field	Action/Description
Available in E-store	Check this box to make this product available in e-store.
E-Store Price	Input the price this product will sell for on e-store.
Rank	Using the drop down box assign a rank to this product.
Availability	Input the availability of the item.
Full Description	Input a full description of this product to be displayed on e-store.
Specification	Input the specification of the product being displayed in EStore.

VIEW PRODUCTS

Clicking on the View Products link will default to a list of all products found in the database.



Search for Specific Product(s)

Use the drop down boxes to select the search criteria for the product(s) you wish to view.

Edit Product Information

Click on the "EDIT" button to the left of the product to edit the product's information.

Delete a Product

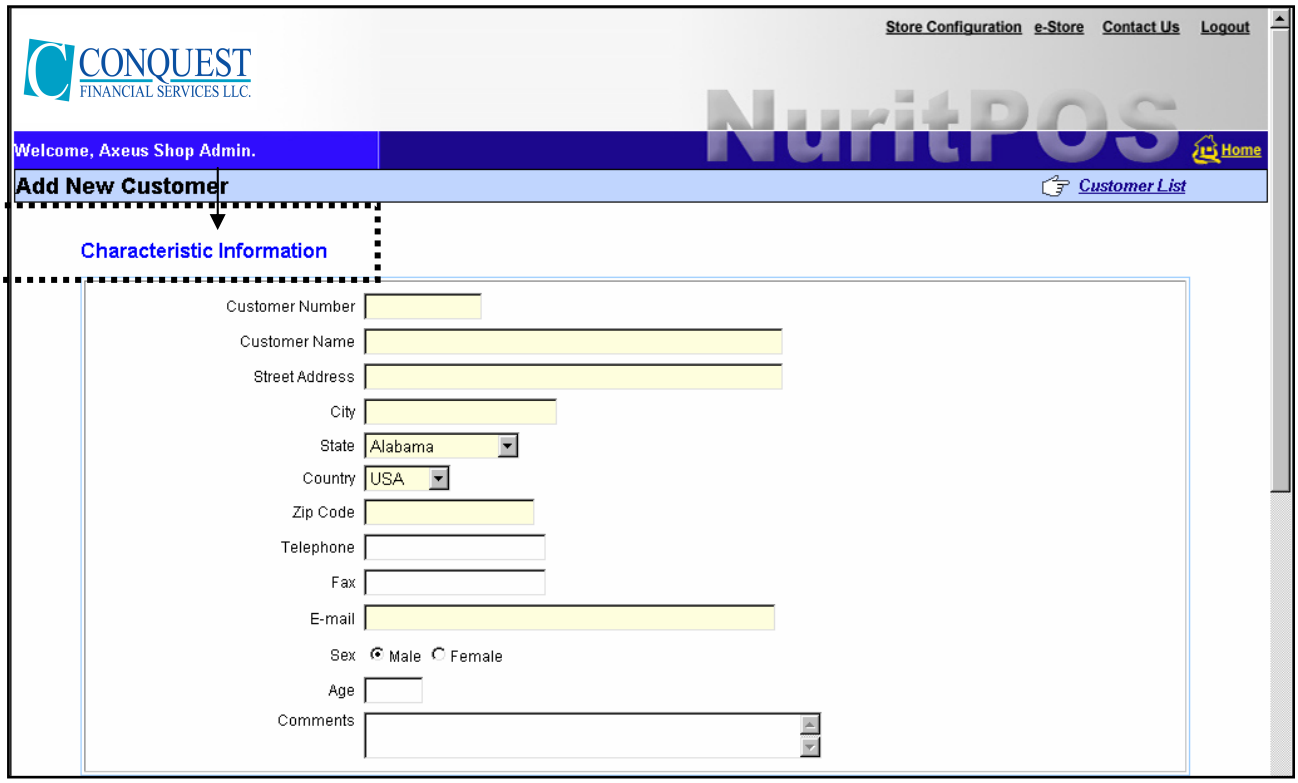
Click on the "DELETE" button to the left of the product to delete that product from the database.

@RPQLJBO

Crk`kqfl Abp`dkfmqfl

Using this portal, storeowners are able to setup customer profiles. Customer information will be downloaded to POS terminals and is also used by e-store in order to authenticate web customers. New customers are added by **>aAKbt @rpqljabo** existing ones are manipulated by **Sftb @rpqljrbopfpl kp+**

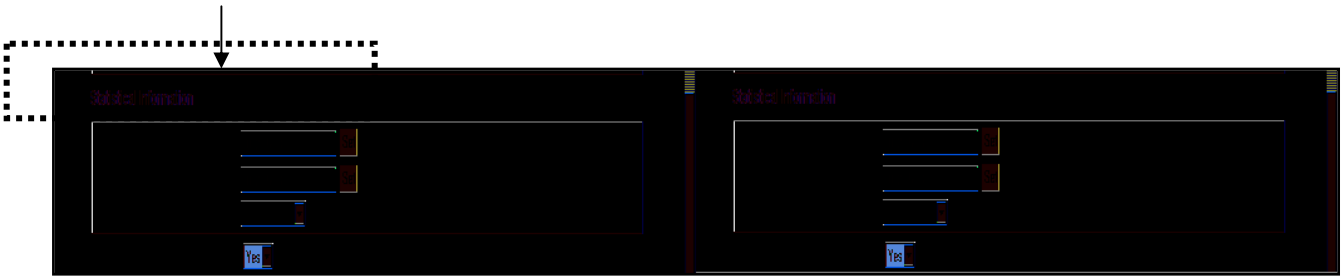
>AAKBT @RPQLJBO



Cfbia	>`qflp`kqfAmbqflk
Customer Number	Assign a customer number.
Customer Name	Input the Name of the customer.
Street Address	Input the customer's street address.
City	Input the city the customer resides in.
State	Use the drop down box to select the customer's state.
Country	Use the drop down box to select the customer's country.
Zip Code	Input the customers Zip Code.
Telephone	Input the customer's telephone number.
Fax	Input the customer's fax number.
E-mail	Input the customer's E-mail address.
Sex	Indicate the gender of the customer.
Age	Input the customer's age.
Comments	Input any additional notes you have about this customer.

ADD NEW CUSTOMER , CONTINUED

Field	Action/Description
Client Type	Use the drop down box to define the customer type. (I.e.: Standard, Preferred, etc.)
Discount Rate	Input the customer's discount rate, if any.
Priority	Use the drop down box to select the priority level of this customer.

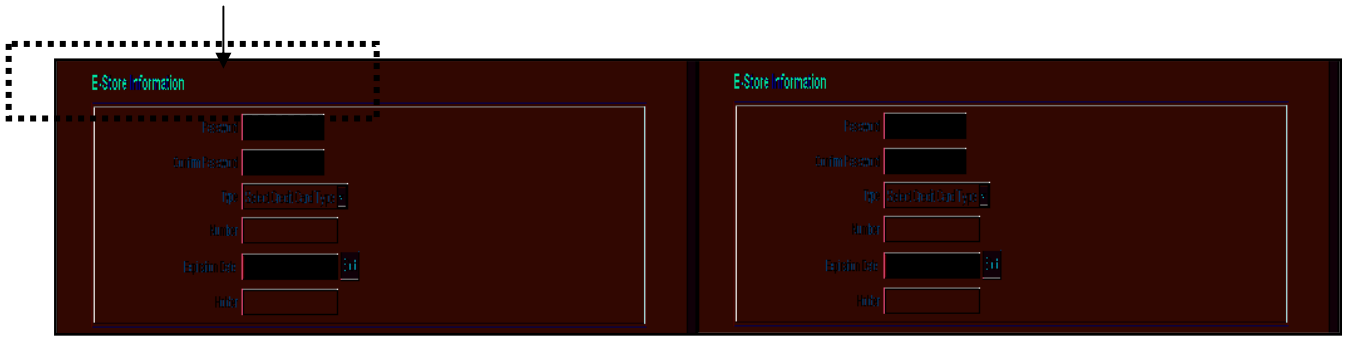


Field	Action/Description
Client Since	Click on "SET" and use the drop down boxes to select a date this consumer first became your customer.
Date of Last Purchase	Click on "SET" and use the drop down boxes to select the date of the customer's last purchase.
Status	Use the drop down box to indicate the status of this customer.
Is Web Customer	Use the drop down box to indicate if this customer is or is not a web customer.

Continued on next page

ADD NEW CUSTOMER , CONTINUED

* E-store is optional and dependent on availability.

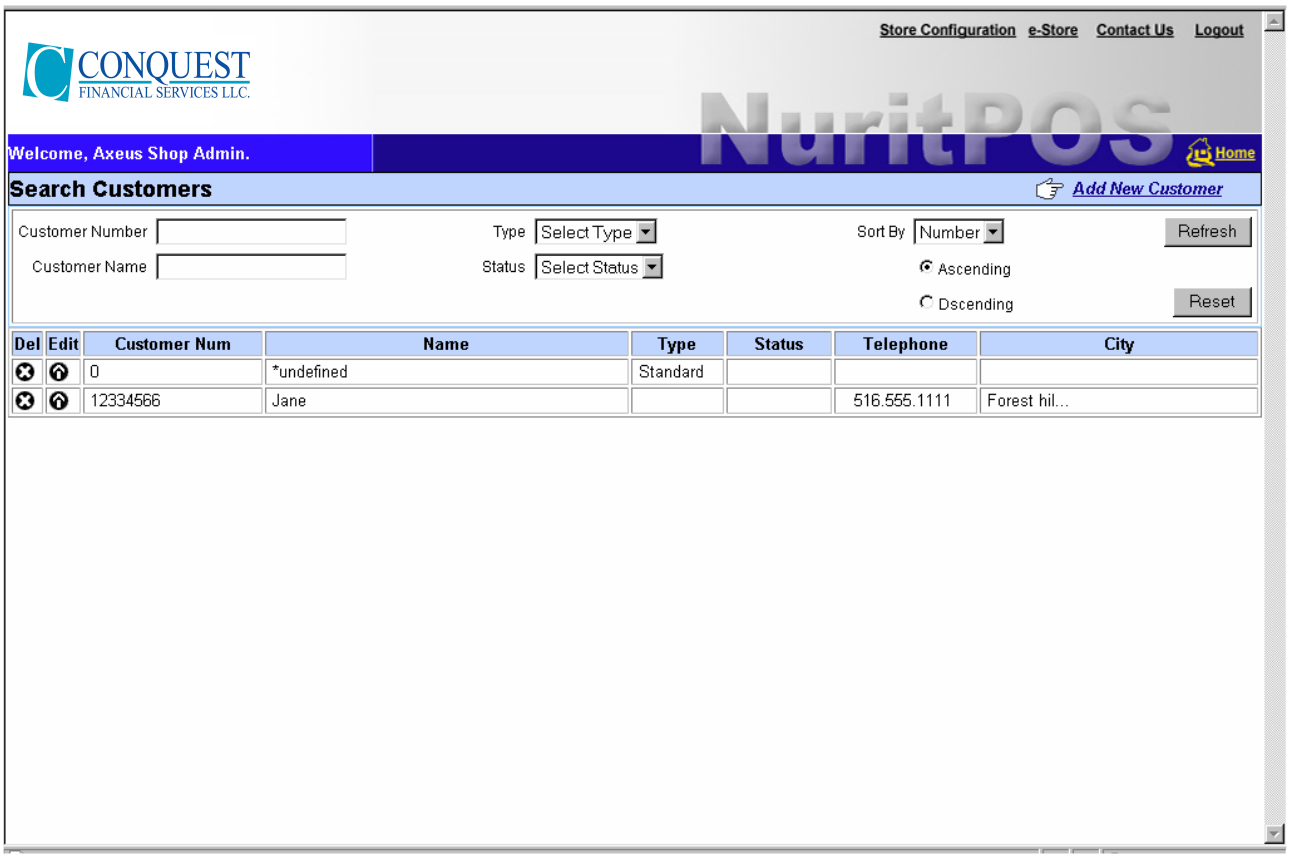


Field	Action/Description
Password	Enter the customer's e-store password.
Confirm Password	Re-enter the customer's password to ensure accuracy.
Type	Use the drop down box to select the type of credit card the customer uses for purchases.
Number	Input the number from the credit card.
Expiration Date	Input the credit card's expiration date.
Holder	Input the name of the cardholder if different than the customer.

Submit	Click on the "SUBMIT" button to submit the customer's profile.
Submit and New	Click on the "SUBMIT AND NEW" button to submit the customer's profile and enter a new customer.
Clear	Click on the "CLEAR" button to clear the customer's data without submitting it.

VIEW CUSTOMERS

- Clicking on the View Customers link will default to a list of all products found in the database.



Search for Specific Customer(s)

Use the drop down boxes to select the search criteria for the customer(s) you wish to view.

Edit Customer Profile

Click on the "EDIT" button to the left of the customer to edit the customer's profile.

Delete a Customer

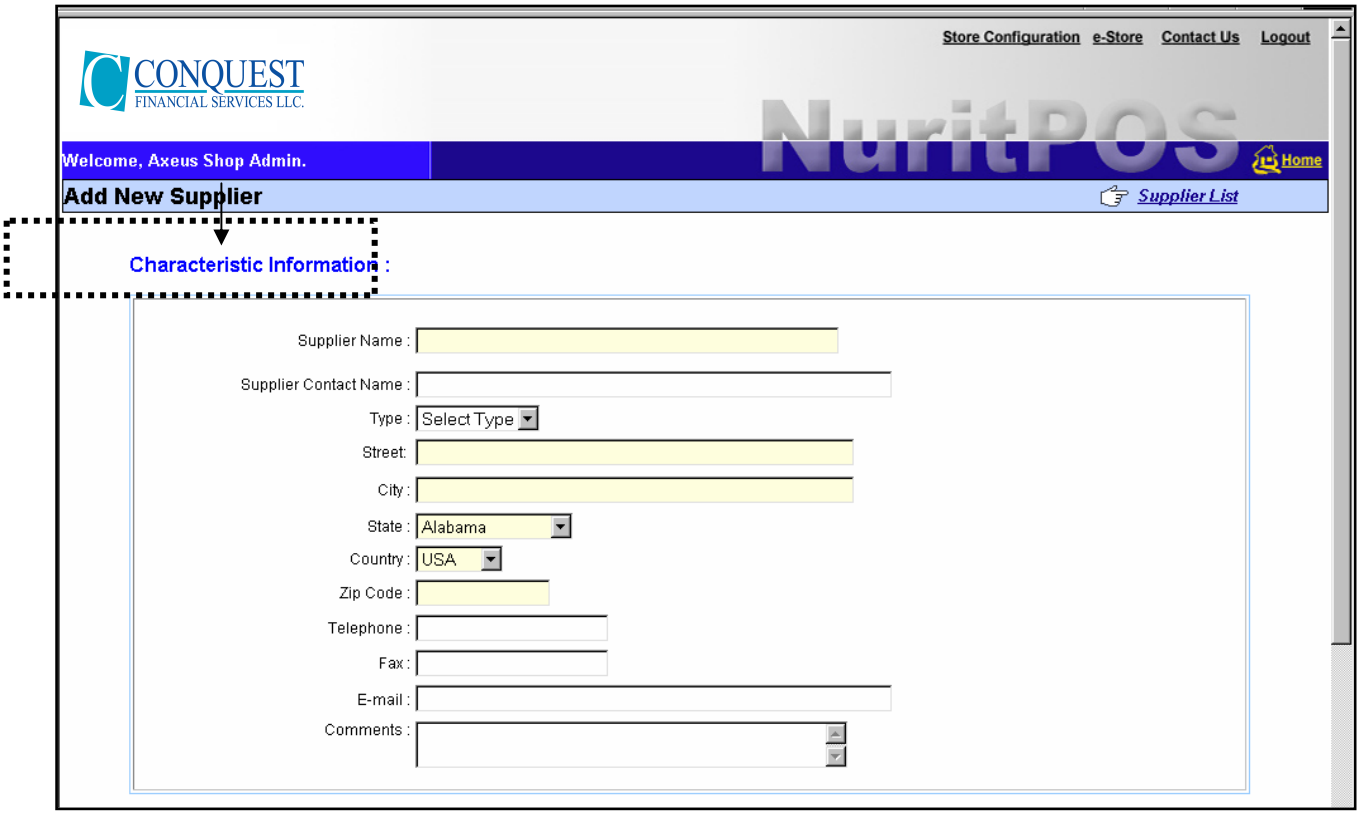
Click on the "DELETE" button to the left of the customer to delete that customer's profile from the database.

SUPPLIERS

Function Description

This portal enables storeowners to setup supplier profiles. Purchasing module uses supplier information. New supplier are created by Add New Supplier and manipulated by View Suppliers options.

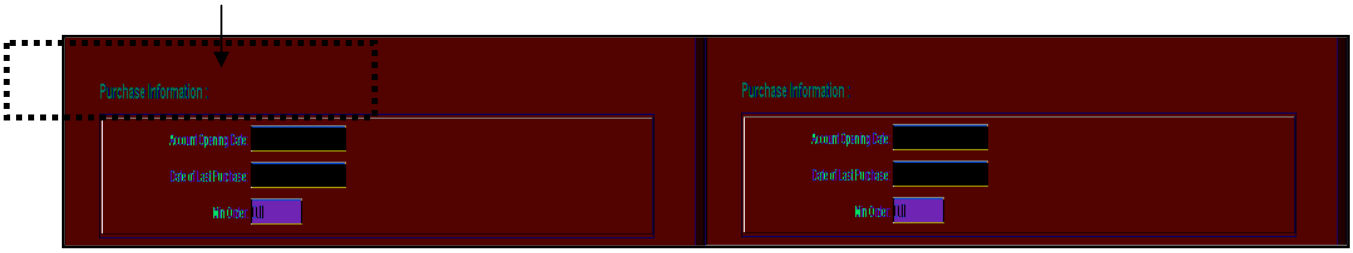
Add New Supplier



Field	Action/Description
Supplier Name	Input the name of the supplier you are entering into the database.
Supplier Contact Name	Input the contact's name for this supplier.
Type	Use the drop down box to select the type of supplier.
Street	Input the street address for this supplier.
City	Input the city this supplier is located in.
State	Use the drop down box to select a state for this supplier.
Zip Code	Input the supplier's zip code.
Telephone	Input the telephone number for this suppliers contact.
Fax	Input the fax number.
E-mail	Input the e-mail address for this suppliers contact.
Comments	Input any additional notes you have about this supplier.

Continued on next page

ADD NEW SUPPLIER , CONTINUED

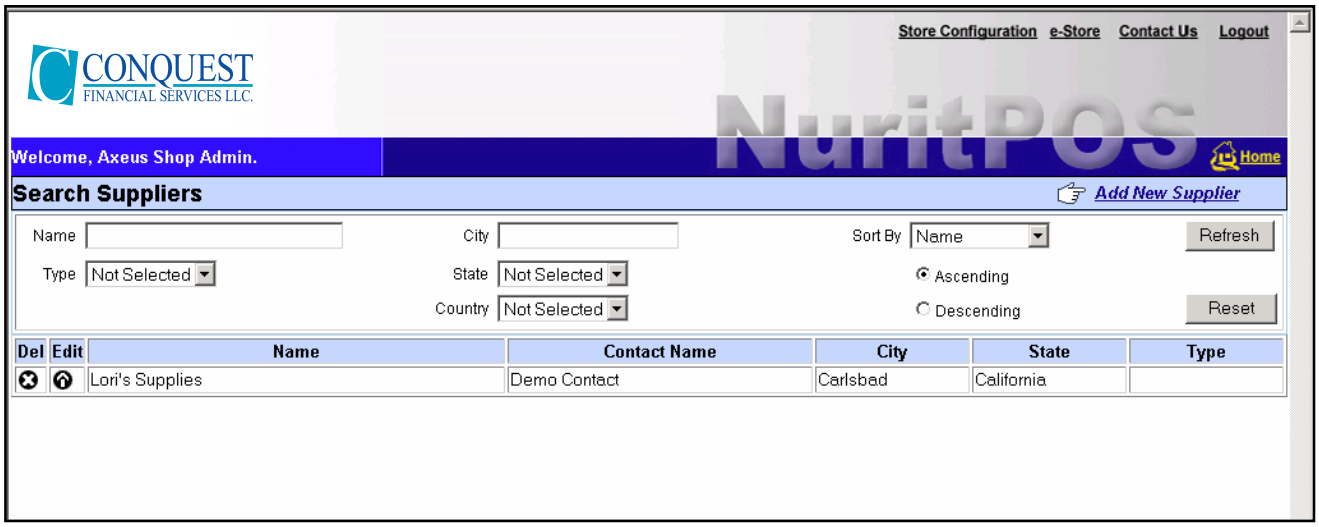


Field	Action/Description
Account Opening Date	Input the date you opened an account with this supplier.
Date of Last Purchase	Input the date of the last purchase made with this supplier.
Min Order	Indicate the minimum order requirement for this supplier, if any.

Submit	Click on the “SUBMIT” button to submit the new supplier.
Submit and New	Click on the “SUBMIT AND NEW” button to submit the new supplier and enter another supplier.
Clear	Click on the “CLEAR” button to clear the supplier’s data without submitting it.

VIEW SUPPLIERS

Clicking on the View Suppliers link will default to a list of all products found in the database.



Search for Specific Supplier(s)

Use the drop down boxes to select the search criteria for the supplier(s) you wish to view.

Edit Supplier Information

Click on the "EDIT" button to the left of the Supplier to edit information on that supplier.

Delete a Customer

Click on the "DELETE" button to the left of the supplier to delete that supplier from the database.

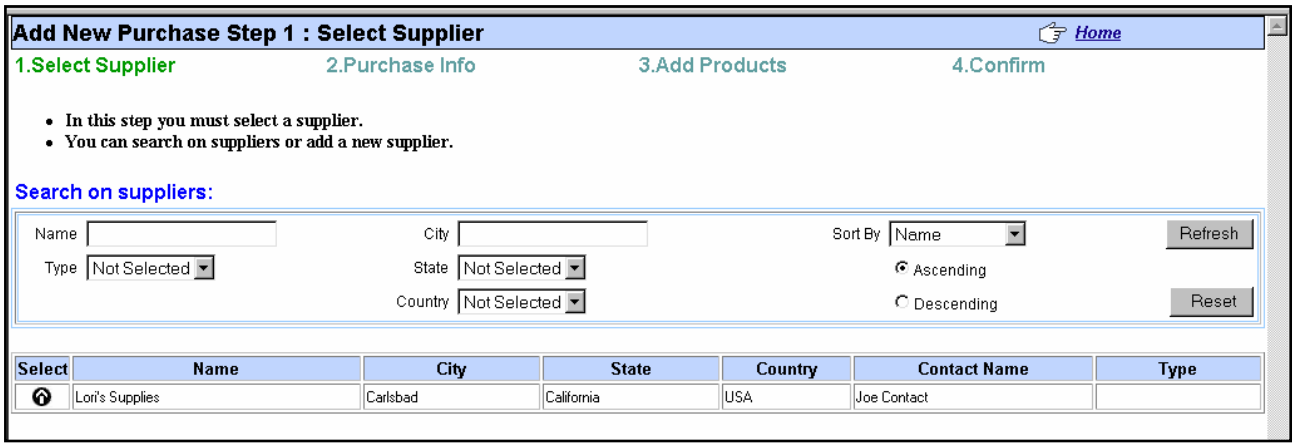
PURCHASING

Function Description

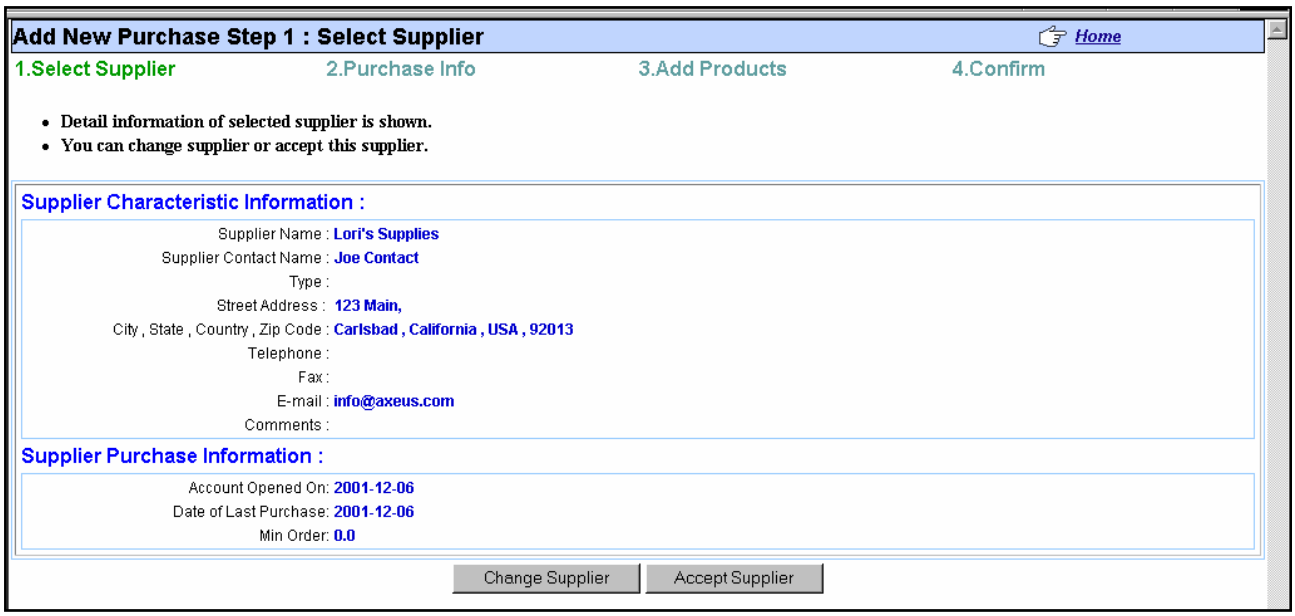
Placing **New Purchase Orders** and manipulating **existing purchase orders** handle inventory replenishment. An existing **Replenishment report** (including e-store upon availability) helps storeowners to plan their future purchase orders. When products arrive, the **Receive Purchase Order** option adds them to the inventory.

Entering New PO

Step 1 – Select Supplier



- **Click on the "SELECT" button next to the supplier you are purchasing from.**

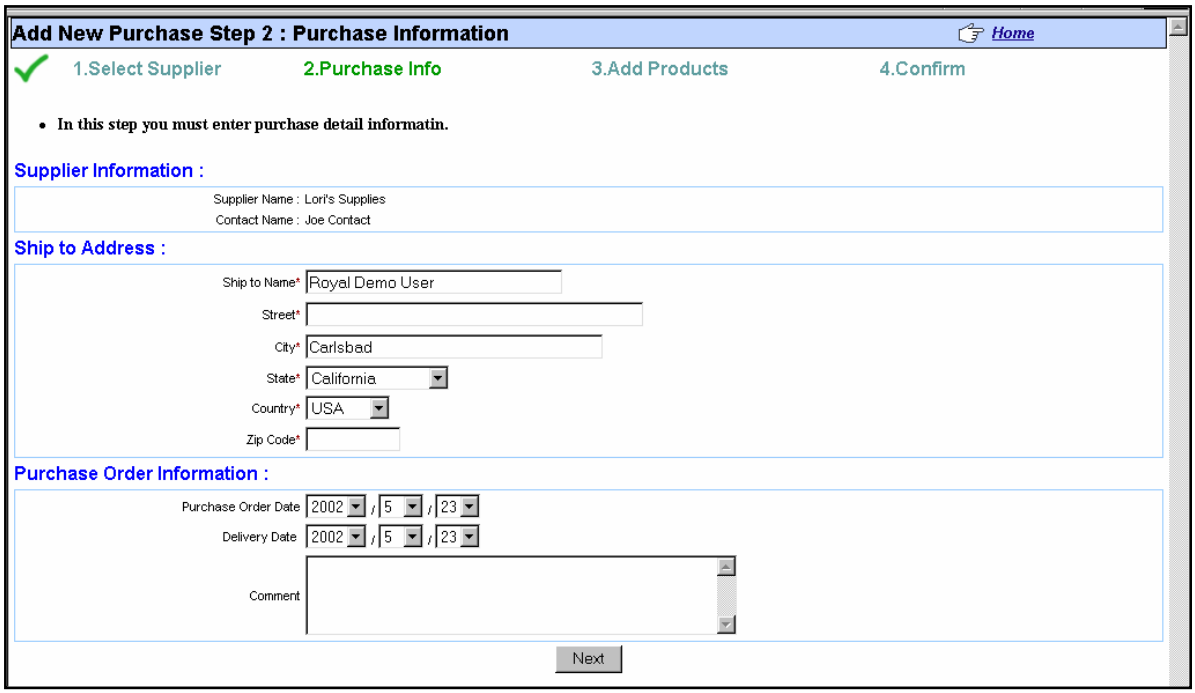

Add New Purchase Step 1 : Select Supplier
Home
1.Select Supplier
2.Purchase Info
3.Add Products
4.Confirm
Detail information of selected supplier is shown.
You can change supplier or accept this supplier.
Supplier Characteristic Information :
Supplier Name : Lori's Supplies
Supplier Contact Name : Joe Contact
Type :
Street Address : 123 Main,
City , State , Country , Zip Code : Carlsbad , California , USA , 92013
Telephone :
Fax :
E-mail : info@axeus.com
Comments :
Supplier Purchase Information :
Account Opened On: 2001-12-06
Date of Last Purchase: 2001-12-06
Min Order: 0.0
Change Supplier
Accept Supplier

- **Click on "ACCEPT SUPPLIER" to accept or "CHANGE SUPPLIER" to change.**

Continued on next page

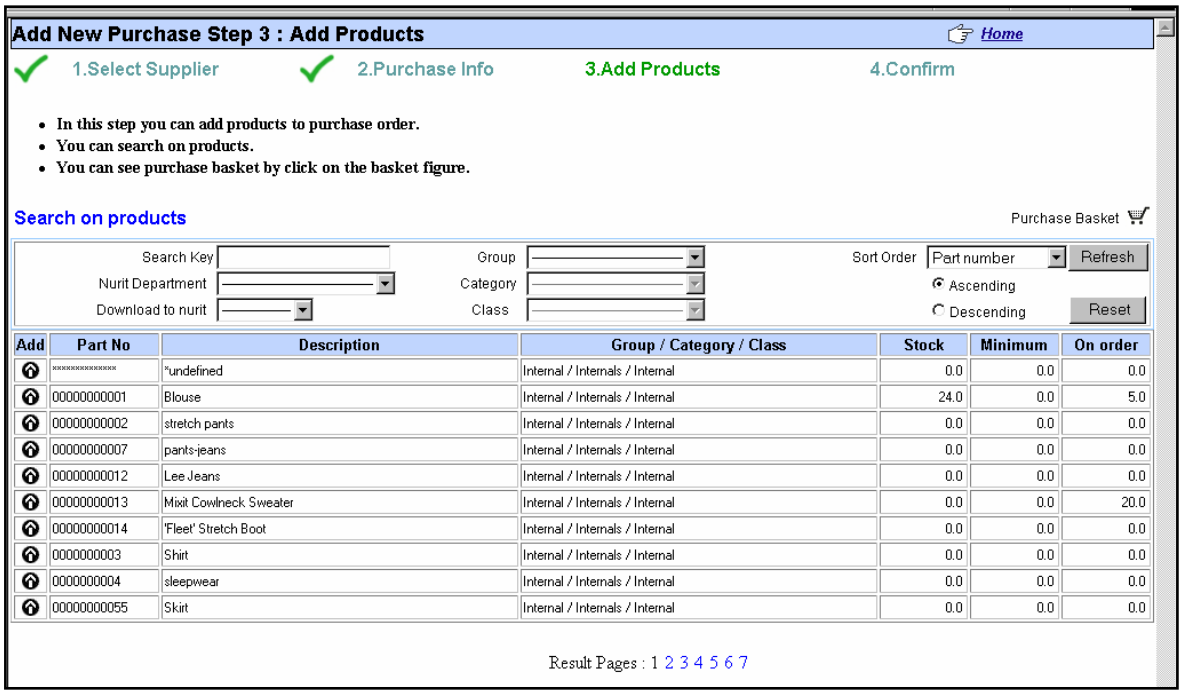
ENTERING NEW PO, CONTINUED

Step 2 – Purchase Info



- Input the Ship To address for the order as well as the Order Date and the Delivery Date and click "NEXT"

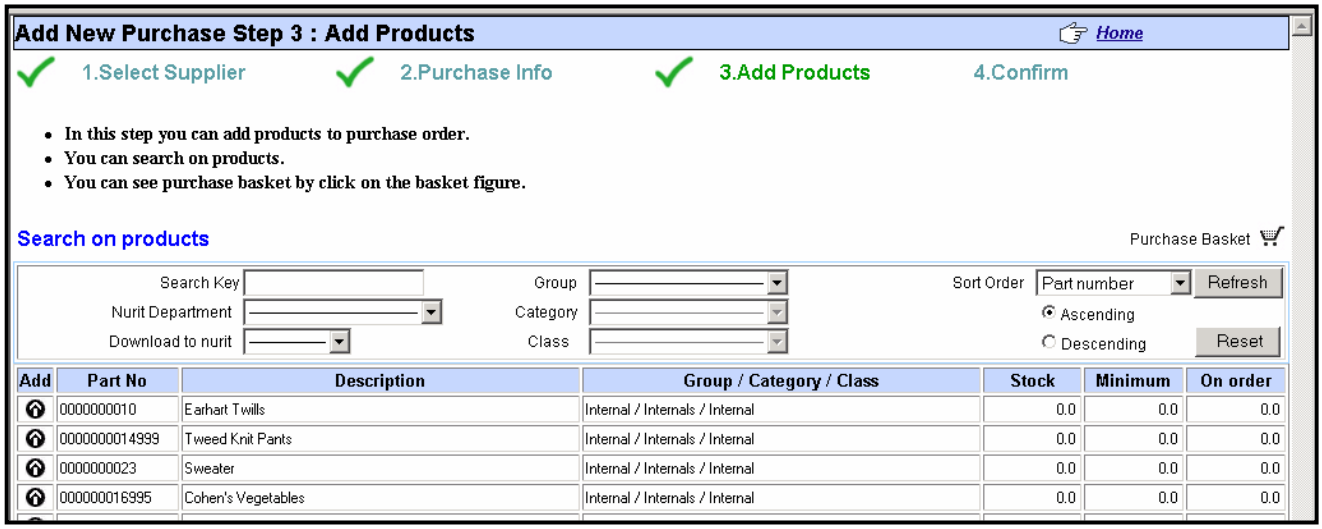
Step 3 – Add Products


Add New Purchase Step 3 : Add Products
Home
1.Select Supplier
2.Purchase Info
3.Add Products
4.Confirm
In this step you can add products to purchase order.
You can search on products.
You can see purchase basket by click on the basket figure.
Search on products
Purchase Basket
Search Key
Group
Sort Order Part number
Refresh
Nurit Department
Category
Ascending
Download to nurit
Class
Descending
Reset
Add | Part No | Description | Group / Category / Class | Stock | Minimum | On order
00000000001 | Blouse | Internal / Internals / Internal | 24.0 | 0.0 | 5.0
00000000002 | stretch pants | Internal / Internals / Internal | 0.0 | 0.0 | 0.0
00000000007 | pants-jeans | Internal / Internals / Internal | 0.0 | 0.0 | 0.0
00000000012 | Lee Jeans | Internal / Internals / Internal | 0.0 | 0.0 | 0.0
00000000013 | Mixit Cowlneck Sweater | Internal / Internals / Internal | 0.0 | 0.0 | 20.0
00000000014 | 'Fleet' Stretch Boot | Internal / Internals / Internal | 0.0 | 0.0 | 0.0
0000000003 | Shirt | Internal / Internals / Internal | 0.0 | 0.0 | 0.0
0000000004 | sleepwear | Internal / Internals / Internal | 0.0 | 0.0 | 0.0
00000000055 | Skirt | Internal / Internals / Internal | 0.0 | 0.0 | 0.0
Result Pages : 1 2 3 4 5 6 7

- Click on the "ADD" button to select the product you are ordering.

ENTERING NEW PO, CONTINUED

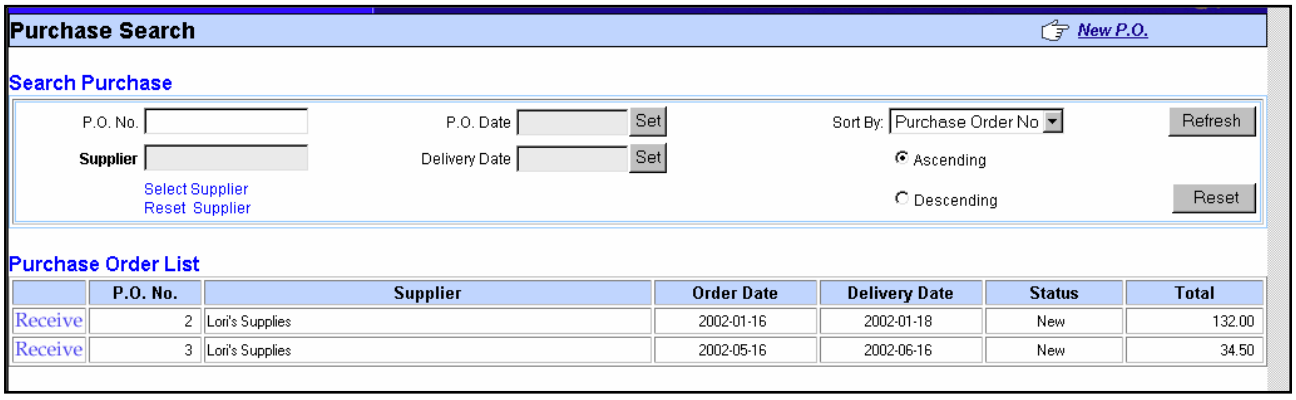
Step 4 – Confirm



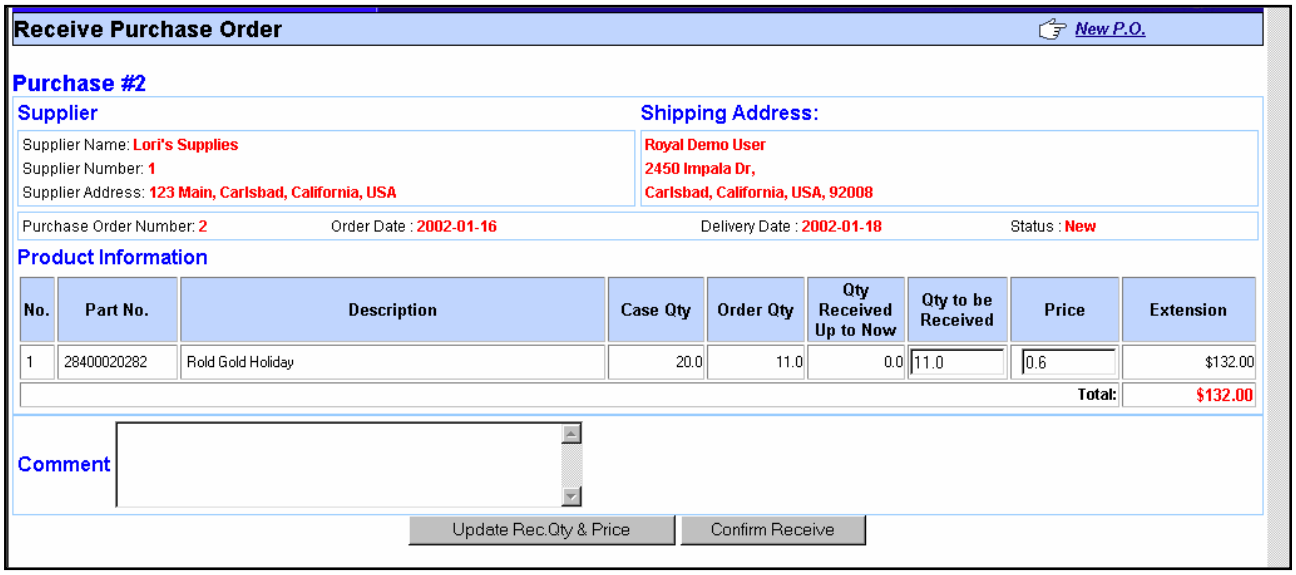
- Review the order and choose one of the following options :

Confirm Purchase	Click here to complete the Purchase Order.
Update Quantity and Price	You can change the Ordered Quantity to reflect the number being ordered. Click on "UPDATE QUANTITY AND PRICE" to update the PO with the changes.
Back to Product List	Click here to return to Step 3 and add products.

RECEIVE PURCHASE ORDER



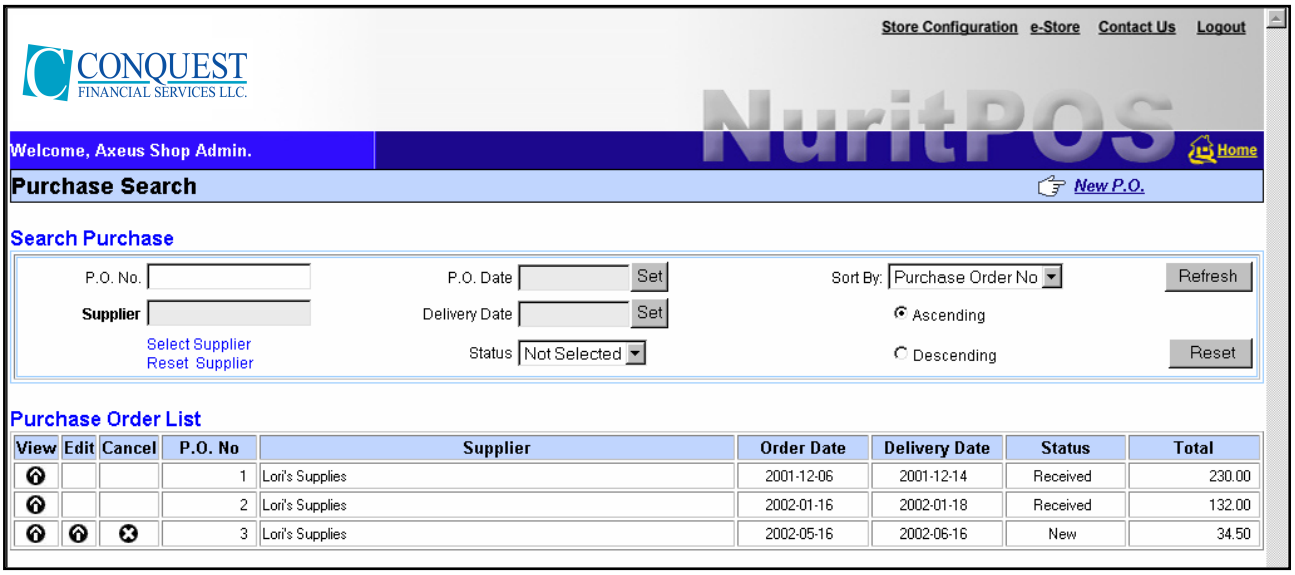
- Click on "RECEIVE" next to the Purchase Order that you would like to reflect a "received" status .



- Choose one of the following opti ons to complete this task:

Update Rec. QTY & Price	For partial receipt of an order update the remaining balance in the "Quantity to Be Received" field and click on "UPDATE REC. QTY & PRICE"
Confirm Receive	To indicate the entire PO has been received click on "CONFIRM RECEIVE"

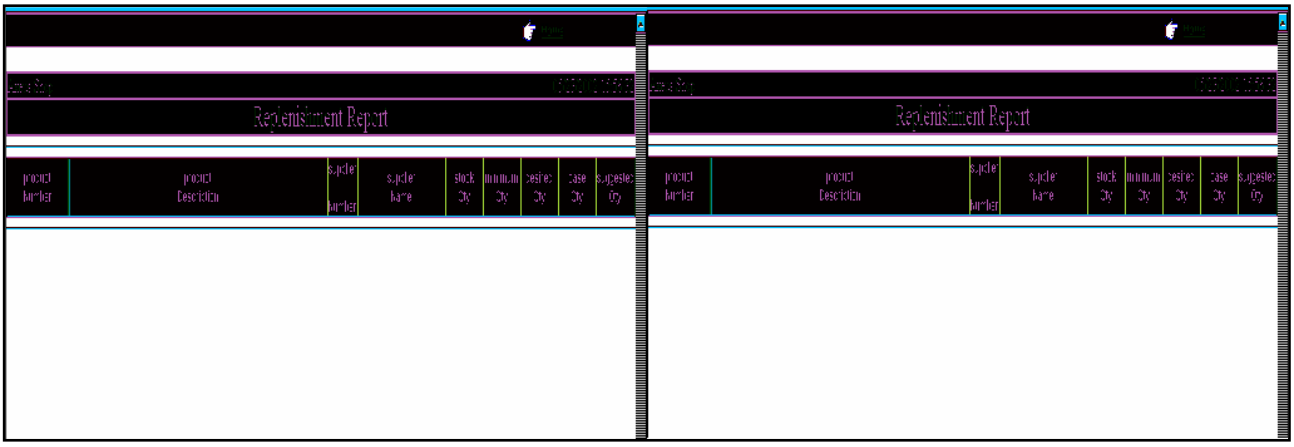
VIEW EXISTING PO



- Choose from the following list of options:

Search for Specific PO(S)	Use the drop down boxes to select the search criteria for the PO(s) you wish to view.
View PO Detail	Click on the "VIEW" button to the left of the PO to view the detail for that PO.
Edit PO Information	Click on the "EDIT" button to the left of the Supplier to edit information on that supplier.
Cancel PO	Click on the "CANCEL" button to the left of the PO to delete it from the database.

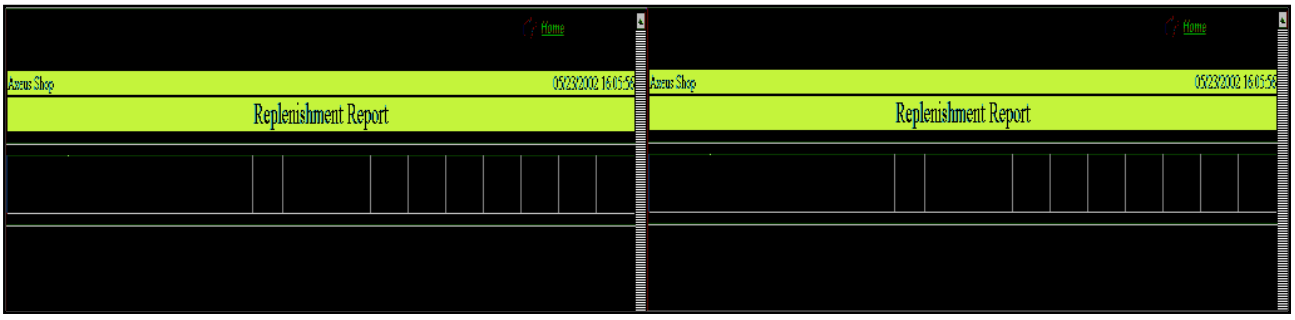
REPLENISH REPORT



- This report will list any items that need replenishment based upon replenishment criteria you set when entering that item.

E-STORE REPLENISHMENT REPORT

* E-store is optional and dependent on availability.



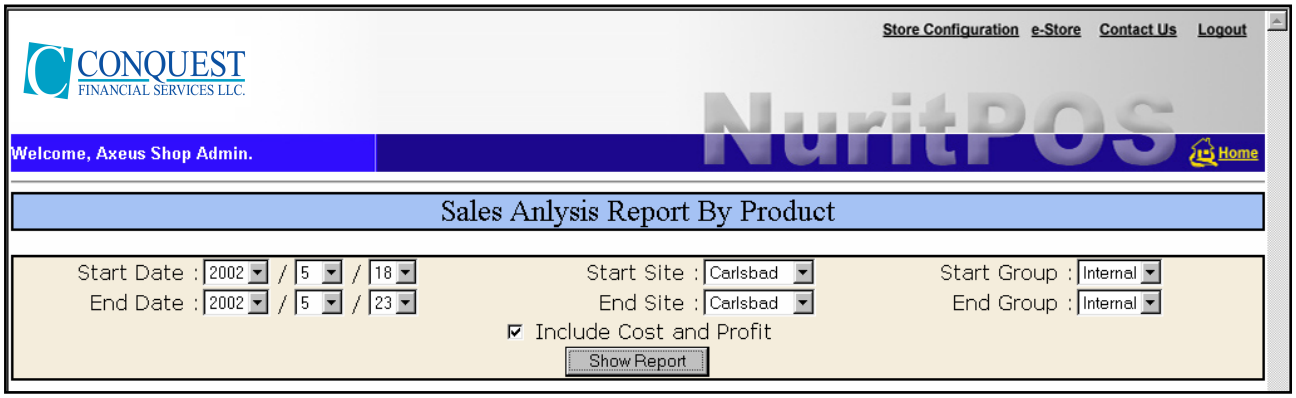
- This report will list any e-store items that need replenishment based upon the replenishment criteria you set when entering that item.

SALES REPORTS

Function Description

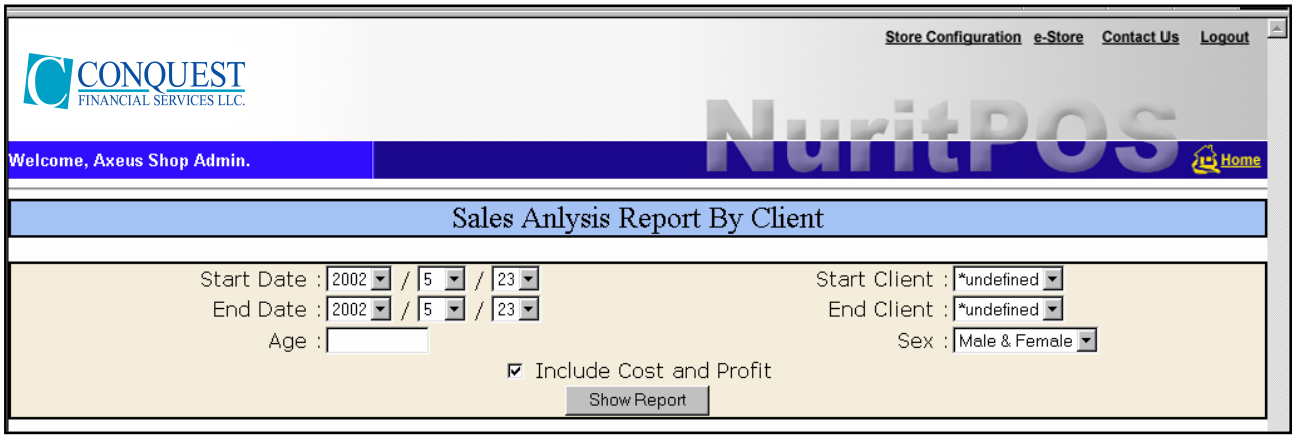
Storeowners can monitor their business by accessing sales analysis reports. These reports are available by product , by payment , by Client , by cashier , by hour , by day or by site . Daily sales transactions are available in view sales transactions option and a closing report helps the storeowner to control daily sales.

BY PRODUCT



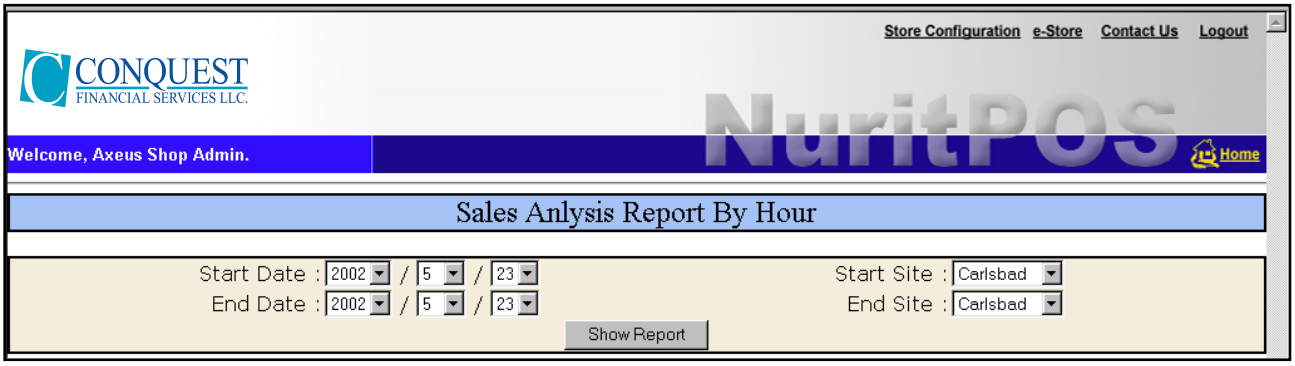
- Use the drop down arrows to specify search criteria then click on "SHOW REPORT". This sales analysis report will sort by product.

BY CLIENT



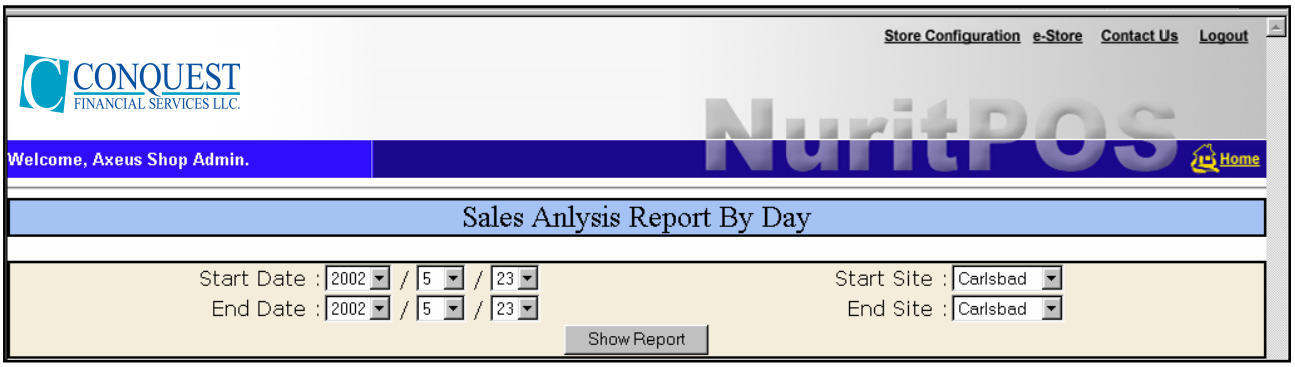
- Use the drop down arrows to specify search criteria then click on "SHOW REPORT". This sales analysis report will sort by client.

BY HOUR



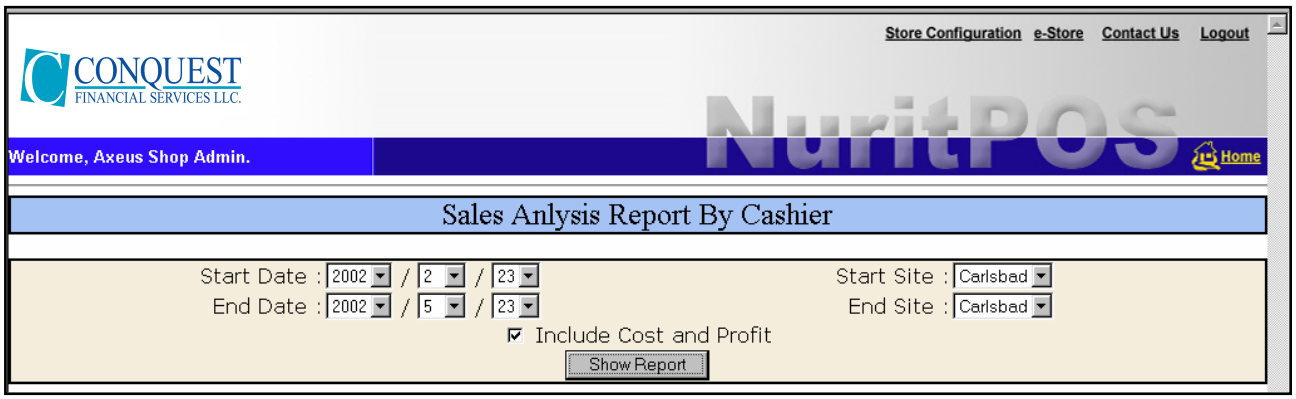
- Use the drop down arrows to specify search criteria then click on “SHOW REPORT”. This sales analysis report will sort by hour.

BY DAY



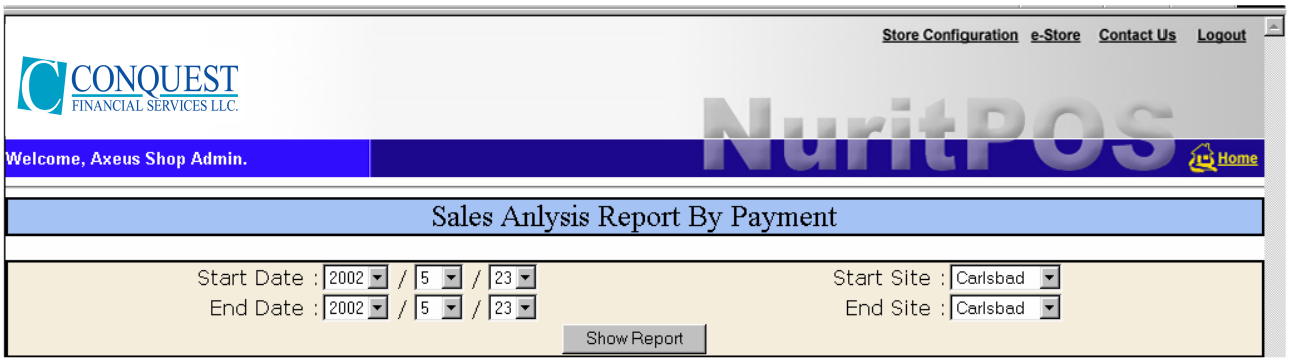
- Use the drop down arrows to specify search criteria then click on “SHOW REPORT”. The data in this report is sorted by day.

BY CASHIER



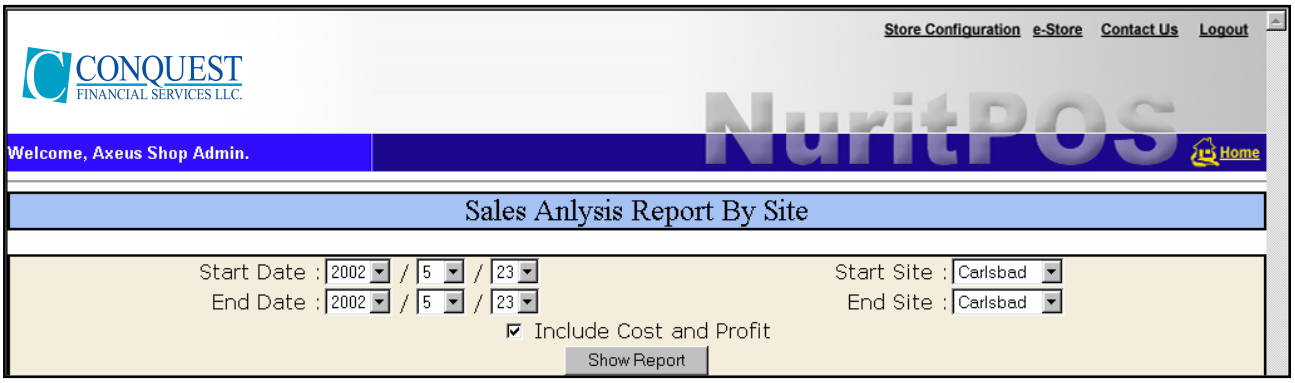
- Use the drop down arrows to specify search criteria then click on “SHOW REPORT”. This report sorts data by cashier name.

BY PAYMENT



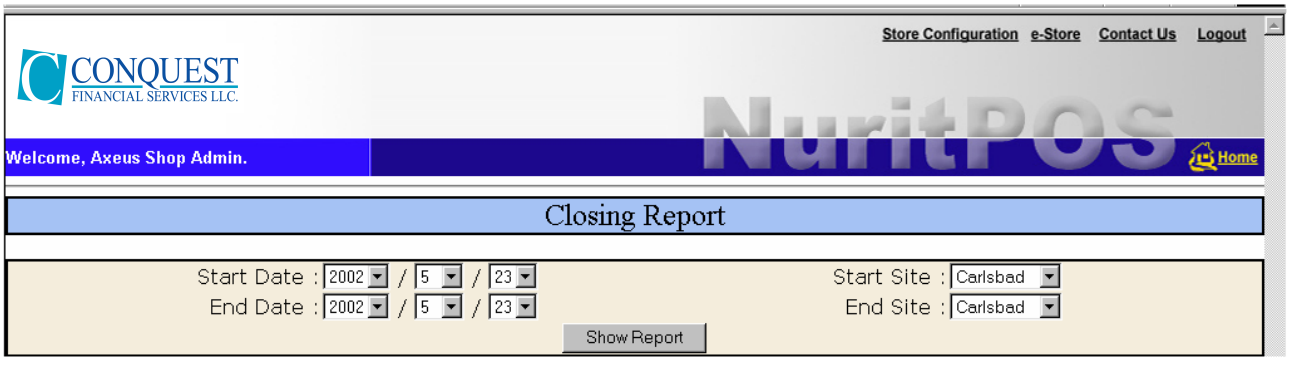
- Use the drop down arrows to specify search criteria then click on “SHOW REPORT”. This report will show data sorted by payment.

BY SITE



- Use the drop down arrows to specify search criteria then click on “SHOW REPORT”. You can use this report to see sales data by different sites.

CLOSING REPORT



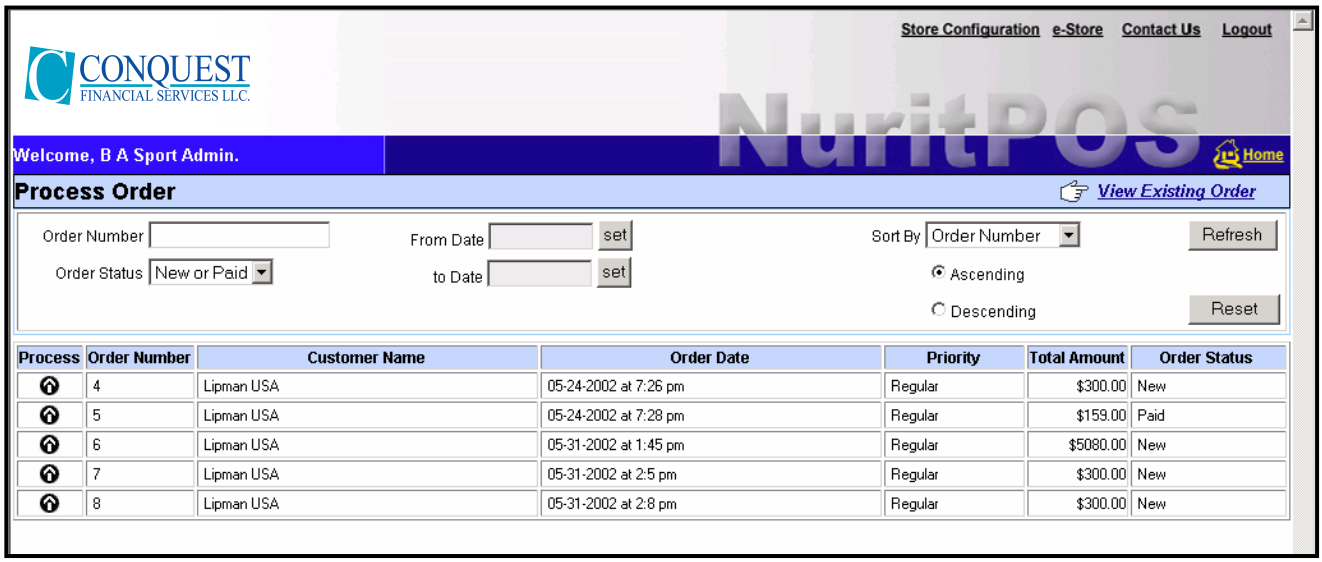
- Use the drop down arrows to specify search criteria then click on “SHOW REPORT”. This report will help you control daily sales by sorting data by closing totals.

ORDER PROCESSING

Function Description

E-store orders are full filed by the Process Order options. Payments by check and offline-credit card options are entered by the Enter payment for Orders form. Paid and online Credit card orders are passed to released for picking status by Process Orders option; and shipping orders are entered in the Ship Order option in order to generate related invoice. The View Existing Orders option is available for manipulating orders. The Cancel Order option to reject or cancel an existing order.

PROCESS ORDER



There are 5 phases of Order Processing. They are:

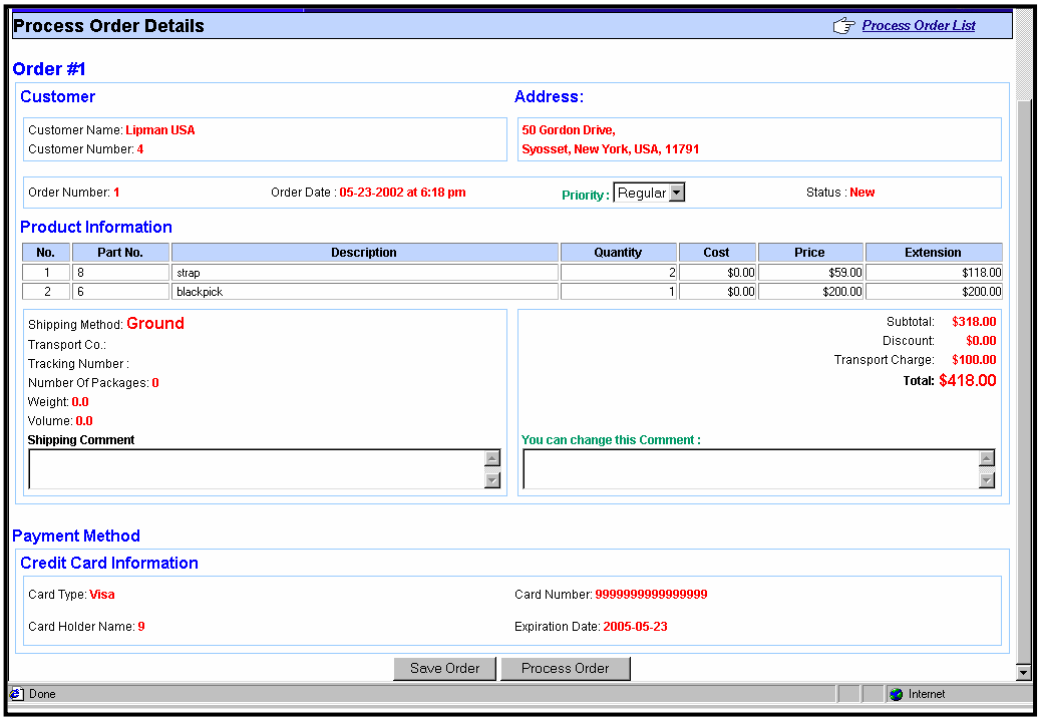
1. "Process Orders"
2. "Payment for Orders"
3. "Ship Orders"
4. "View Orders"
5. "Cancel Orders"

Step 1

- To begin, click on the "PROCESS" button for the order you wish to process.
- You can search for specific order types by entering the search criteria on the top of the screen then click on Refresh.

Continued on next page

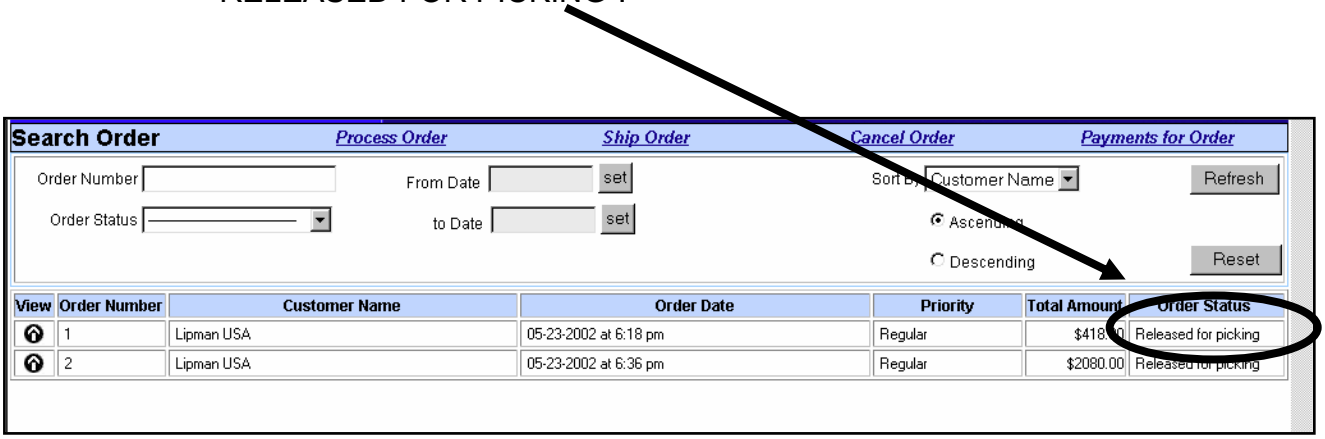
PROCESS ORDER , CONTINUED



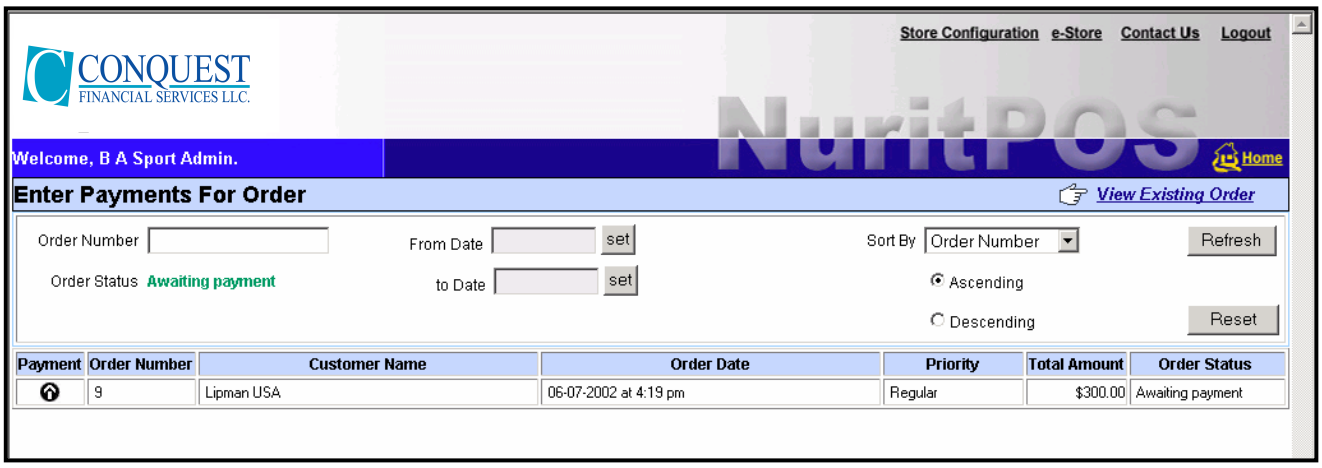
Step 2

- Review the Order to ensure it is the correct order.
- Click on Process Order.

Note: You will notice that the status of the order changed from “NEW” to “RELEASED FOR PICKING”.

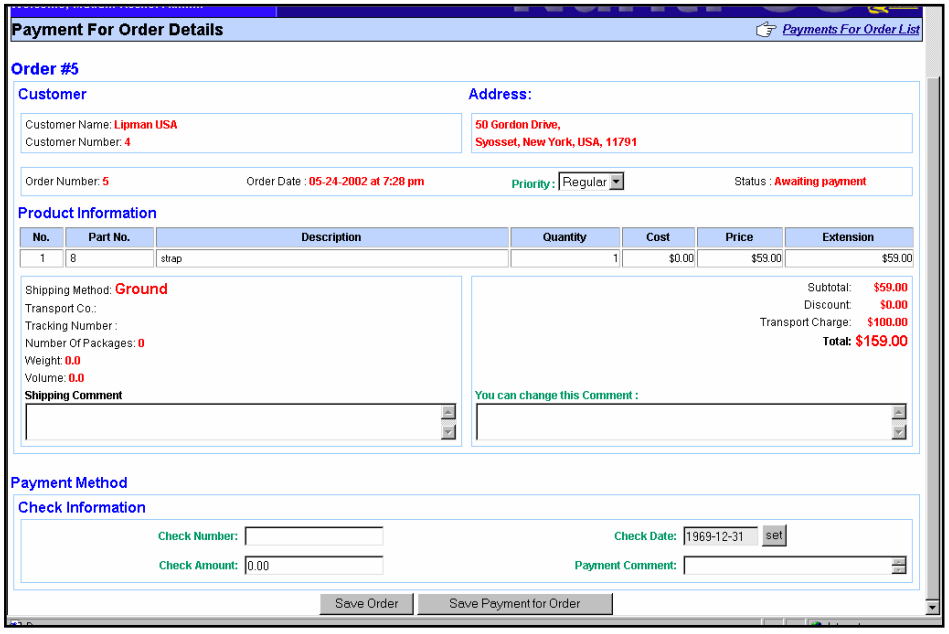

Search Order
Process Order
Ship Order
Cancel Order
Payments for Order
Order Number
From Date
set
Sort By
Customer Name
Refresh
Order Status
to Date
set
Ascending
Descending
Reset
View | Order Number | Customer Name | Order Date | Priority | Total Amount | Order Status
1 | Lipman USA | 05-23-2002 at 6:18 pm | Regular | $418.00 | Released for picking
2 | Lipman USA | 05-23-2002 at 6:36 pm | Regular | $2080.00 | Released for picking

PAYMENTS FOR ORDERS



Step 1

- Click on the "PAYMENT" button for the order you wish to track as paid.
- You can search for specific orders by entering the search criteria on the top of the screen then click on Refresh.

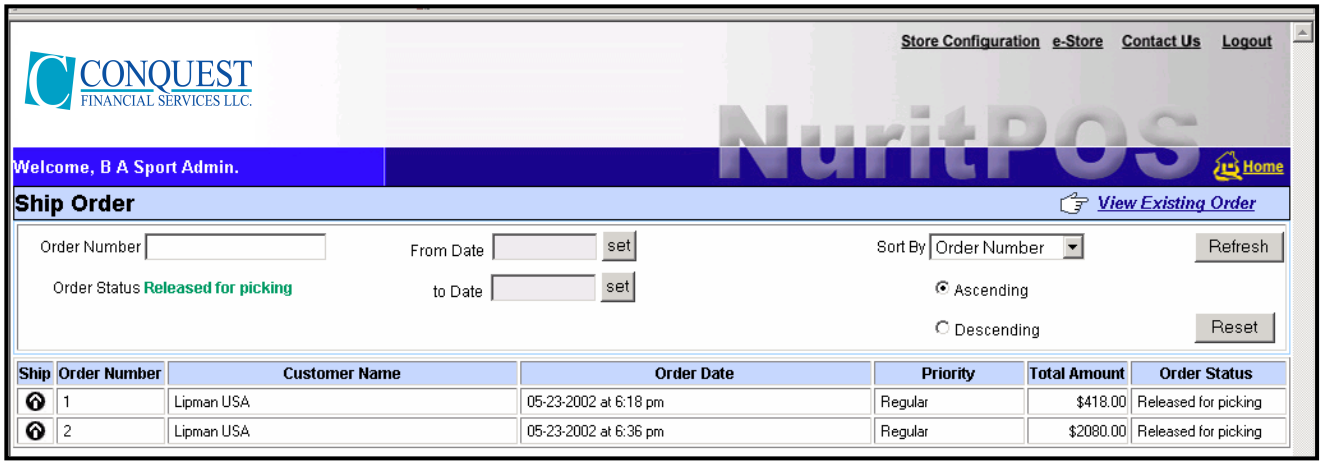


Step 2

- Review the Order to ensure it is the correct order.
- Input the requested information in the Payment Method fields.
- Click on "Save Payment For Order"

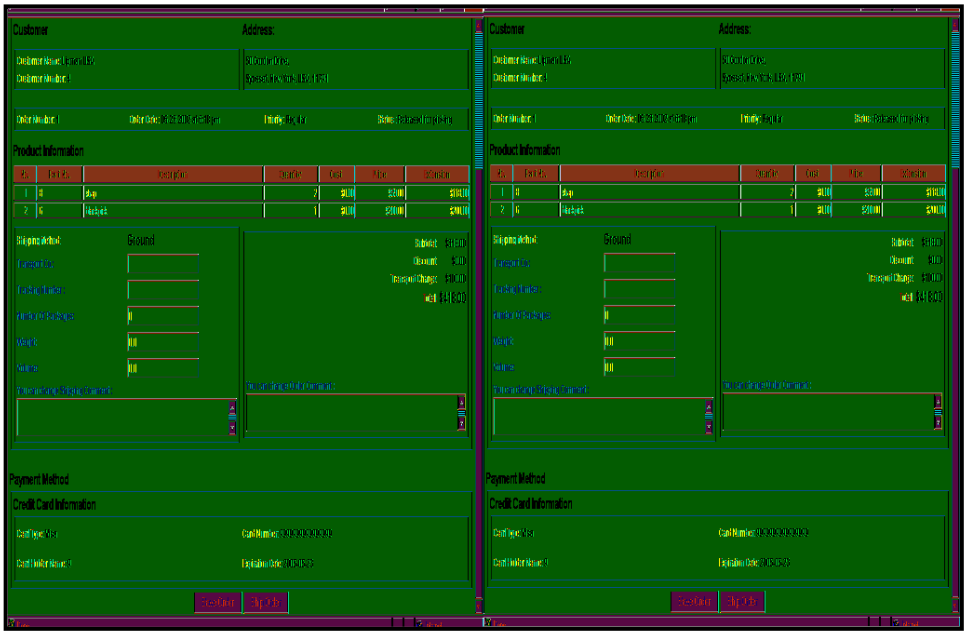
Note: You will notice that the status of the order changed from "AWAITING PAYMENT" to "PAID".

SHIP ORDERS



Step 1

- Click on the "SHIP" button for the order you wish to track as shipped.
- You can search for specific orders by entering the search criteria on the top of the screen then click on Refresh.

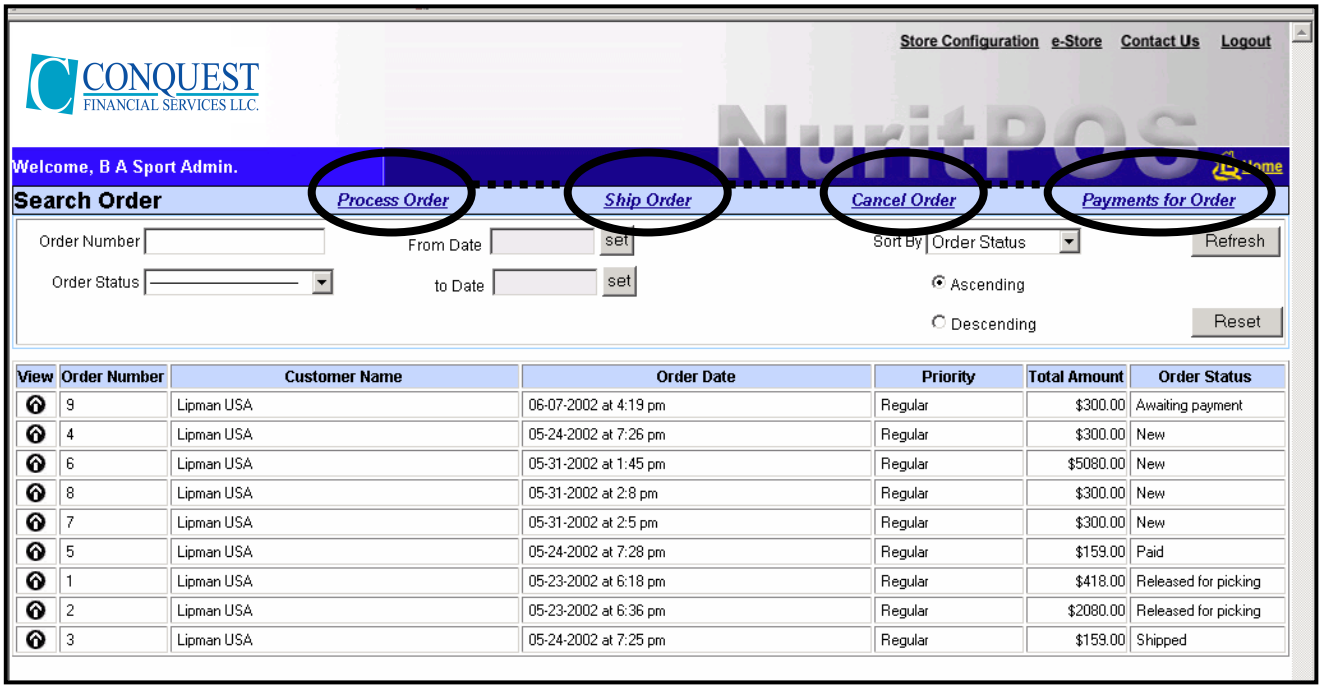


Step 2

- Review the Order to ensure it is the correct order.
- Verify the correct shipping method or make the necessary changes.
- Click on "Ship Order"

Note: You will notice that the status of the order changed from "RELEASED FOR PICKING" to "SHIPPED".

VIEW EXISTING ORDERS

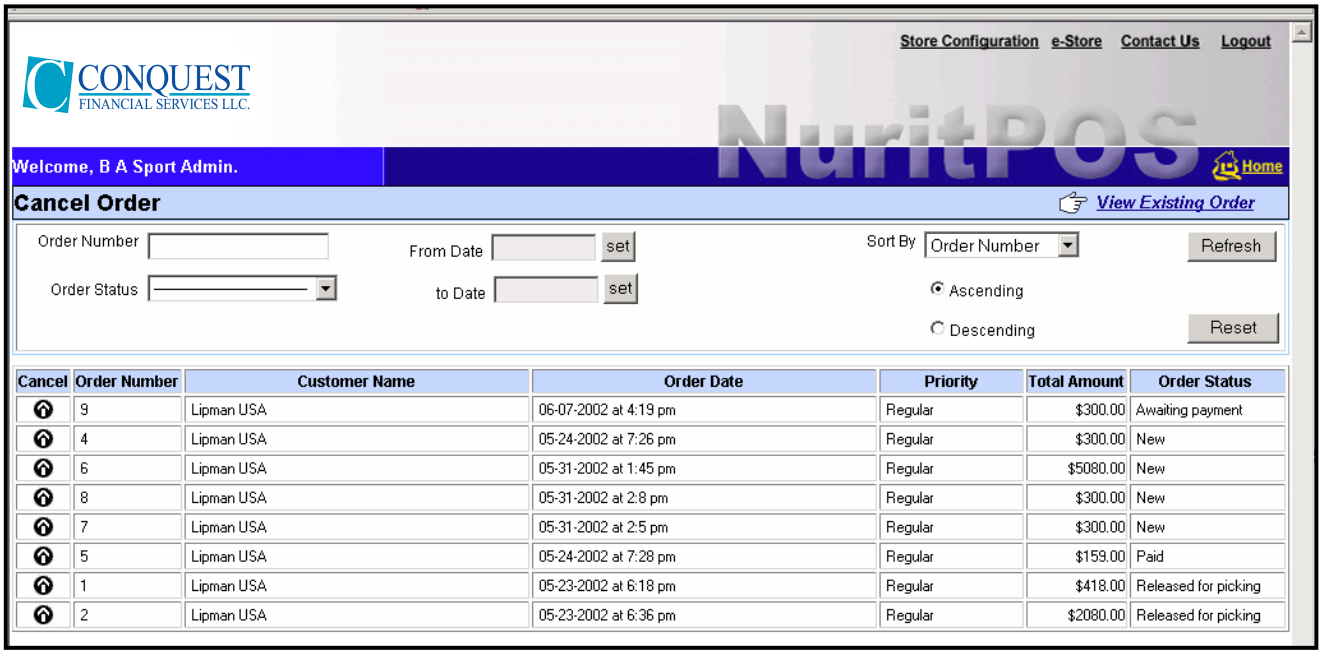


View	Order Number	Customer Name	Order Date	Priority	Total Amount	Order Status
	9	Lipman USA	06-07-2002 at 4:19 pm	Regular	$300.00	Awaiting payment
	4	Lipman USA	05-24-2002 at 7:26 pm	Regular	$300.00	New
	6	Lipman USA	05-31-2002 at 1:45 pm	Regular	$5080.00	New
	8	Lipman USA	05-31-2002 at 2:8 pm	Regular	$300.00	New
	7	Lipman USA	05-31-2002 at 2:5 pm	Regular	$300.00	New
	5	Lipman USA	05-24-2002 at 7:28 pm	Regular	$159.00	Paid
	1	Lipman USA	05-23-2002 at 6:18 pm	Regular	$418.00	Released for picking
	2	Lipman USA	05-23-2002 at 6:36 pm	Regular	$2080.00	Released for picking
	3	Lipman USA	05-24-2002 at 7:25 pm	Regular	$159.00	Shipped

- Click on the “VIEW” button to the left of an order if you wish to view the detail.
- You can search for specific orders by entering the search criteria on the top of the screen then click on Refresh.

You can navigate easily to “Process Orders”, “Ship Orders”, “Cancel Orders” and “Payments for Orders” by clicking on the links on the top of this page.

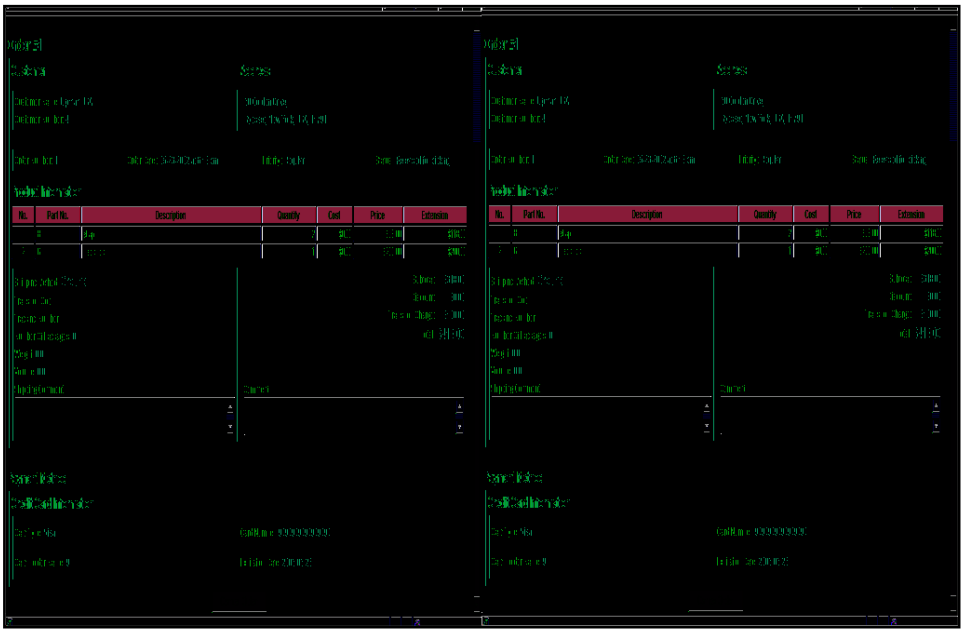
CANCEL ORDER



Step 2

- Review the Order to ensure it is the correct order.
- Click on “Cancel Order”

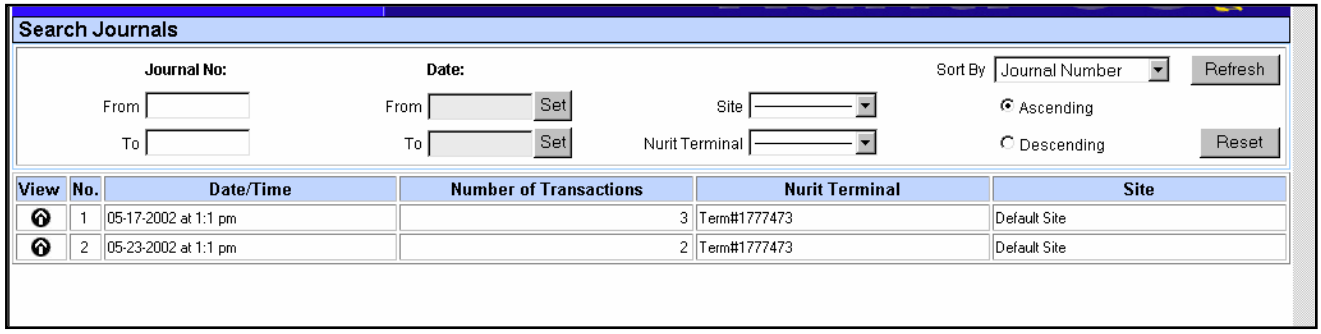
NOTE : YOU WILL NOTICE THAT THE STATUS OF THE ORDER CHANGED TO “CANCELLED”



SALES TRANSACTION

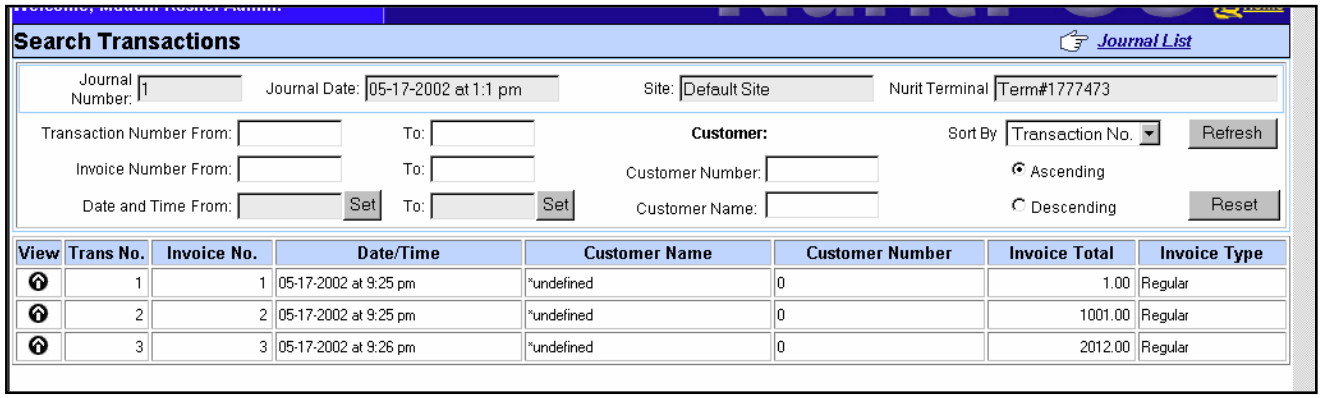
Function Description

Use this function to view transaction information from daily journal(s).



Step 1

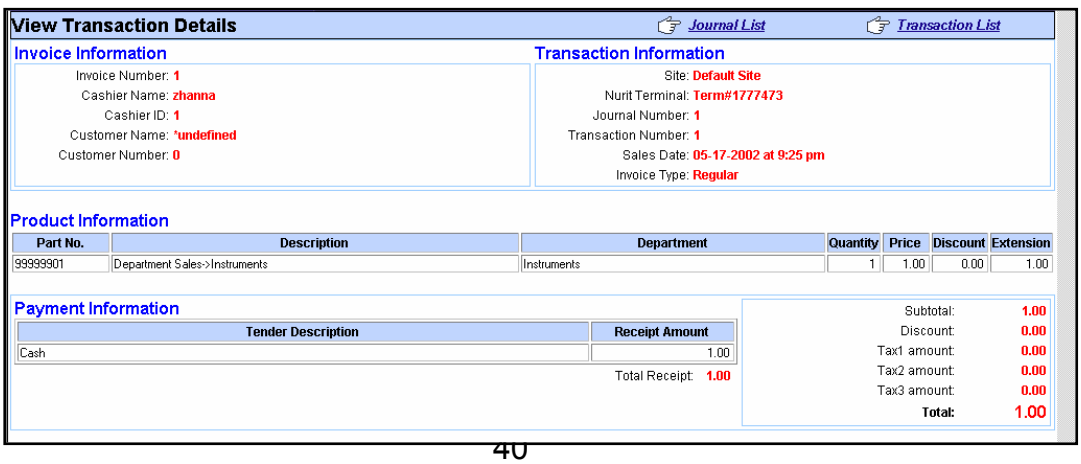
- Click on the "View" button for the Journal you wish to view transaction detail for.
- You can search for specific Journals by entering the search criteria on the top of the screen then click on Refresh.



Step 2

- To view transaction details click on the "View" button next to that transaction.
- You can search for specific Transactions by entering the search criteria on the top of the screen then click on Refresh.

Transaction Details

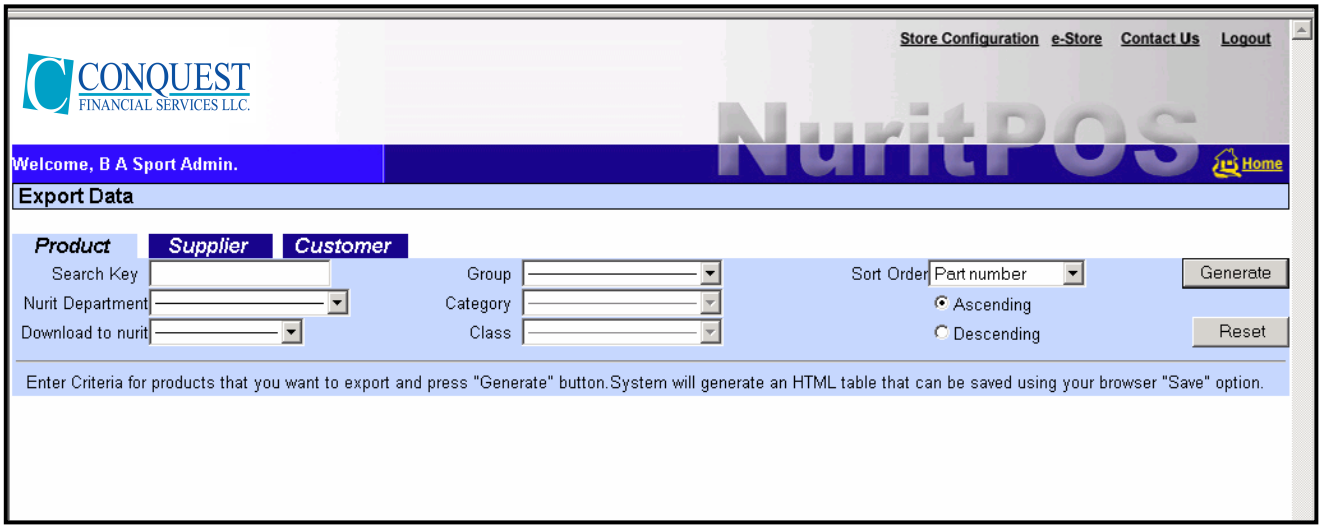


CONQUEST FINANCIAL SERVICES LLC.

EXPORT

Function Description

Use the export button to export data to a table that can be saved as a file on your PC.



Steps

- Input the criteria for the products you wish to export.
- Click on the “GENERATE” button.
- Once the Table comes up with the requested data Click on FILE from the upper left side of your Windows Menu Bar.
- From the FILE menu click on “SAVE AS”
- Name the file and click on “SAVE”.

Appendix A

Lipman USA Licensing Agreement

Nurit Store Manager

END-USER LICENSE AGREEMENT FOR LIPMAN USA SOFTWARE

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